

Graduate Student Transferable Skills

Transferable skills are the skills you have acquired during any activity in your life that are *transferable and applicable* to what you want to do in a particular position. As a graduate student, you have developed a wide range of skills that have prepared you for multiple career options after graduation. In the table below you will find a list of skills commonly developed through graduate study and suggestions for you to “think about” how you may have developed these skills through your experience.

<i>Skills/Competencies</i>	<i>Skills in this area include...</i>	<i>Think about...</i>
Analytical Thinking	<ul style="list-style-type: none"> Understanding the whole of an issue by breaking it down into parts Applying reason and logical thinking to formulate a plan or solve a problem The ability to visualize, articulate and discover more efficient ways to perform a task Evaluating information to detect trends or patterns Using quantitative and statistical methods to solve or analyze a problem 	<p>...a time when you had to use logic or reason to solve a problem.</p> <p>...a time when you planned a budget for a student organization or project</p> <p>...a research project where you had to analyze data</p> <p>...courses you have taken that have strengthened your logic and reasoning skills.</p>
Communication	<ul style="list-style-type: none"> The ability to clearly convey and receive messages The ability to transmit information between people and groups Reading, speaking, writing, editing, making presentations, and interpersonal relations Listening well and interpreting what you hear in an accurate manner Understanding non-verbal behavior Training and acquiring of a level of knowledge to present to researchers, faculty and industry leaders Accomplishing a task or carrying out an action in front of an audience 	<p>...a group experience that was successful due to your interpersonal relationships.</p> <p>...a presentation where you had to summarize, organize, and present information</p> <p>...a proposal you wrote to obtain funding for research or another project</p> <p>...a time when you had to persuade others to implement your idea</p> <p>...a teaching experience where you had to explain complex concepts</p> <p>...a poster presentation where you effectively communicated research through the use of visuals and text</p>
Critical Thinking	<ul style="list-style-type: none"> Anticipating the consequences of a course of action Organizing your thoughts and articulating them in a concise and coherent manner Understanding the differences between reasoning and rationalizing Making sound judgments Assessing the validity of a situation, research, statement, or story The character to admit and learn from mistakes 	<p>...a time when you had to evaluate the course of a research project</p> <p>... a time when you reflected on your values before acting</p> <p>...articulating a response that is relevant, clear and accurate</p> <p>...reflecting on what is influencing your point of view</p> <p>...researching sources of information for a project</p>
Initiative	<ul style="list-style-type: none"> Working without direction to complete a given task Focusing on resolving a problem as opposed to avoiding a problem 	<p>...a time you completed an assignment without a lot of direction</p> <p>...a time when you proposed/implemented a new idea, system or policy</p>
Leadership	<ul style="list-style-type: none"> Motivating diverse people towards a common goal Delegating tasks to group members based upon skills/talents/experience Managing conflicts 	<p>...a volunteer project that you led</p> <p>...a course you took related to ethical behavior in science and engineering</p> <p>...a time you thought of a creative solution to resolve a conflict</p>

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Project Management	<ul style="list-style-type: none"> Defining project goals and objectives and building consensus among stakeholders Identifying tasks that must be completed to accomplish objectives within a certain time frame or budget Determining resources needed to perform the tasks Developing plan to carry out tasks that considers task dependencies and resource availability Identifying issues and risks that threaten project success and taking measures to minimize impact Communicating project status effectively to all stakeholders Delegating tasks to group members based upon skills/talents/experience 	<p>...a class project where you worked with others to identify, plan, and carry out the tasks required to complete the assignment</p> <p>...a time when you created a timeline for accomplishing goals</p> <p>...an event you organized that required you to identify the component tasks, assign them to others, and ensured they were carried out according to plan and within a defined budget</p>
Technical & Design	<ul style="list-style-type: none"> The ability to properly define a problem or potential design opportunity through the use of research, interviews, and observations. Understanding a person's underlying need and translating that need into design specifications and requirements. The ability to iteratively evolve a design concept through, brainstorming, research, observation, and testing. Knowledge and experience with computer hardware, software, scientific laboratory equipment and/or multimedia equipment The ability to troubleshoot problems with a particular system or laboratory equipment 	<p>...a time when you solved an open-ended problem with clearly defined specifications.</p> <p>...a time when you identified an opportunity to improve a process or product.</p> <p>...a time when you made changes to a process or product based on feedback from people who use that process or product.</p> <p>...specific software programs or laboratory equipment you have worked with to complete coursework/research.</p> <p>...an experience where you trained others on the use of technology or equipment.</p>
Research & Development	<ul style="list-style-type: none"> Using knowledge and research from different areas to develop new products and applications Using tools specific to the area of research Ability to write scientific reports based on data collection and findings Evaluating and locating reports of prior findings related to the area of research Discovery of innovate approaches in science, technology and medicine 	<p>...your ability to search for sources in the library</p> <p>...a research project or literature review you submitted for a class requirement</p> <p>...your use of scientific laboratory equipment to analyze or code data</p> <p>...experience working as a research assistant in a faculty member's laboratory</p> <p>...experience conducting experiments</p> <p>...a class project that required you to design a prototype</p> <p>...being able to analyze and summarize data and write reports</p>
Team & Group Work	<ul style="list-style-type: none"> Providing support or encouragement to group members to accomplish a goal The ability to provide and receive constructive feedback Being reliable by following through on group tasks with minimal supervision Motivation to learn across personal and cultural differences 	<p>...group projects and presentations</p> <p>...your participation in a student organization</p> <p>...how your skills contributed to the overall success of a project</p> <p>...tasks on a job or internship that requires you to interact with others</p> <p>...recognizing common elements in team members and finding ways to be inclusive</p> <p>...challenging your assumptions or beliefs by learning what you don't know about another individual or group</p>