

Transferable Skills

Below is a list of five broad skill areas which are divided into specific skill sets. Use a checkmark to indicate which skills you've developed. Write down examples of when you used your strongest skills and describe what the end result was.

For a more in-depth look at your transferable skills, visit the ICC website at https://icc.ucdavis.edu/local_resources/handouts/transferable-skills-inventory.pdf and schedule an appointment to talk with a career advisor.

Example

If the only job you have ever had is working at a restaurant—what skills have you gained from this experience that are related to a lab research position?

- Following protocol
- Cleanliness
- Time management
- Team work

Instead of focusing on the obvious (handling cash, making food), show your reader what skills you have gained that are related to the position you are applying for.

Communication

The skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing effectively
- Listening attentively
- Expressing ideas
- Facilitating discussions
- Providing feedback
- Negotiating
- Persuading
- Perceiving non-verbal messages
- Presenting information
- Describing feelings
- Interviewing
- Editing

Research & Planning

The search for specific knowledge and the ability to conceptualize future needs and solutions.

- Predicting
- Creating theories and ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals

- Extracting information
- Defining needs
- Developing evaluations
- Creating spreadsheets and databases
- Calculating results

Human Relations

The use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing relationships
- Being sensitive
- Listening
- Conveying feelings
- Providing support
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organizing, Management & Leadership

Ability to supervise and guide individuals and groups in the completion of goals.

- Initiating new ideas
- Handling details

- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Organizing
- Advising
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict
- Enforcing policies

Character Traits

The daily skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Being punctual
- Managing time
- Attending to details
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Making decisions

Write Accomplishment Phrases

Set your resume apart from the competition by listing your experience as accomplishments rather than a list of duties. Adapt the S.A.R. technique described on [page 45](#) to help you write key statements about yourself that can be bullets on your resume or part of your introduction. Write a few sentences for each category, then reduce to a concise job function description. [See Resume Samples on pages 19 to 32](#) for ideas.

More Categories and Clarifications

PUBLICATIONS: If lengthy, include subheadings such as refereed, non-refereed, textbooks, chapters, technical papers, etc. Distinguish between those in press, submitted, under review, limited distribution and in preparation. Use bibliographic style appropriate for your discipline.

PROFESSIONAL DEVELOPMENT: List workshops, conferences or courses related to training. For example, the seminar on college teaching or workshops related to teaching or research methods.

OTHER RELEVANT EXPERIENCE: Could contain non-academic position related to current field or field of study.

GRANTS AND CONTRACTS: Include only if you have authored or co-authored the proposal and received funding. Indicate the funding source and the name of the principal investigator.

SHOWS/EXHIBITS/PERFORMANCES: Cite works composed, conducted or performed.

CERTIFICATIONS/LICENSURE: Follows Education.

LANGUAGES: Indicate fluency: reading, writing, speaking.

RELEVANT COURSEWORK: Use only if requested or if it serves to clarify preparation. If more than 2-3 lines, substitute "See Addendum I" and attach the addendum.

SUPPORT DOCUMENTS FOR ACADEMIC POSITIONS:

Cover Letter/Statement of Interest *(Always included; length varies depending upon number and type of other supporting documents requested. In other words, if none of the following additional documents listed below are requested, then the cover letter should be more comprehensive and will thus be longer in length, but no more than three pages.)*

Research Statement/Agenda

Statement of Teaching Interests

Teaching Philosophy Statement

Evidence of Teaching Effectiveness

Diversity Statement

Sample Course Syllabi

Writing Sample/Reprints

Dissertation Abstract

Letters of Recommendation

Transcripts *(Only if requested)*

General Skills Particular to Graduate Students

Communication Skills

Ability to:

- write clearly and concisely
- listen well
- speak publicly
- interpret the dynamics of interpersonal relations
- distinguish fine shades of meaning
- distinguish verbal and non-verbal messages
- teach and train
- counsel and advise
- serve as resource/referral person

General Research Skills

Ability to:

- retrieve data
- acquire data
- analyze data
- manipulate data
- use methodology
- produce survey work, e.g., develop questionnaires, interview
- observe
- classify
- test hypotheses for acceptance or rejection against known evidence
- identify and use resources

Technical Skills

Ability to:

- program computers
- edit

Field Research Skills

Problem-Solving/Analytical/Conceptual Skills

Ability to:

- analyze
- reason logically
- identify problems
- analyze problems
- perceive parts in relation to whole
- see patterns
- develop theories out of pattern
- synthesize
- condense material to its important components
- manipulate abstract concepts
- formulate hypotheses
- think flexibly
- impose structure—create order out of "chaos"
- evaluate programs

Managerial Skills

Ability to:

- supervise
- evaluate performance of others
- assume authority
- delegate authority
- manage time
- establish goals
- set objectives
- motivate people
- tolerate ambiguity