



## Option B: Activities → Skills

Sometimes it's hard to identify our transferable skills – we know we've done 'stuff' but don't realize the hidden skills we have as a result! To get started, think about your research process as a whole, from learning about research, to finding opportunities, developing technical skills, seeking resources, and sharing your results. List all the concrete activities you've done as part of your undergraduate research work:

- E.g. Designed a poster to visually display results of my research
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Now connect your experiences with the transferable skills you've gained from them (don't forget about specialized/technical skills not listed here). These are just a few sample transferable skills – there are more!

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|---|---|--|
| <input type="checkbox"/> Accepting responsibility             | <input type="checkbox"/> Identifying and solving problems           | <input type="checkbox"/> Planning ahead                                  |
| <input type="checkbox"/> Anticipating problems                | <input type="checkbox"/> Initiating ideas and tasks                 | <input type="checkbox"/> Planning daily work or special events           |
| <input type="checkbox"/> Being a good listener                | <input type="checkbox"/> Interviewing people                        | <input type="checkbox"/> Reducing costs                                  |
| <input type="checkbox"/> Being inventive                      | <input type="checkbox"/> Interpreting and clarifying results        | <input type="checkbox"/> Setting up my own network of experts or helpers |
| <input type="checkbox"/> Being kind and understanding         | <input type="checkbox"/> Locating answers and gathering information | <input type="checkbox"/> Showing patience                                |
| <input type="checkbox"/> Being logical                        | <input type="checkbox"/> Managing conflicts and resolving issues    | <input type="checkbox"/> Speaking in public                              |
| <input type="checkbox"/> Being pleasant and sociable          | <input type="checkbox"/> Managing and mentoring people              | <input type="checkbox"/> Supervising others                              |
| <input type="checkbox"/> Being tactful and diplomatic         | <input type="checkbox"/> Meeting deadlines                          | <input type="checkbox"/> Talking easily with others                      |
| <input type="checkbox"/> Checking information for accuracy    | <input type="checkbox"/> Negotiating                                | <input type="checkbox"/> Teaching others and giving clear instructions   |
| <input type="checkbox"/> Clearly expressing myself            | <input type="checkbox"/> Organizing and managing projects           | <input type="checkbox"/> Writing clear and concise reports               |
| <input type="checkbox"/> Creating and talking about new ideas | <input type="checkbox"/> Paying attention to details                |  |
| <input type="checkbox"/> Designing presentations              |   |  |