

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 | | |