

It's important to reflect regularly on the skills you have, and on the skills you are gaining through your educational experiences. Why? Because your future will most likely involve application forms, cover letters, resumes, personal statements, and job interviews. In all of these scenarios, you'll be expected to identify the skills and strengths you can offer, as well as examples of when you used or displayed those skills.

It is also interesting to think about which skills you most enjoy using (i.e. your motivated skills). Sometimes our strongest skills aren't necessarily our favourite ones to use. Think about future career options that will let you apply your motivated skills, or combine both your strongest and most motivated skills.

Option A: Skills → Activities

Sometimes it's easy to think about the skills we have – maybe people have told us we're very organized, or we notice that we have a knack for explaining complex ideas in an understandable way. In this case, you can:

- Start off by first identifying your skills – feel free to include transferable and specialized/technical skills
- Rate where you think you're at with these various skills – do some of them need work?
- Finally, and most importantly, list specific examples that illustrate or demonstrate the skills
- You can also list skills you would like to have, so that you can brainstorm ways to develop them in the future (e.g. through classes, volunteering, other jobs). Think about the transferable skills employers are looking for (e.g. verbal communication, teamwork, problem solving)

Skill	Never done	Needs work	Average	Above average	Best example of when I've used this skill (or ideas for activities/ways I can develop this skill)

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 | | |