

DEVELOPING YOUR RESUME



Worksheets and resources to help you connect your
academic, professional, and life experiences.

Transferable Skills Analysis

Identifying your transferable skills from your graduate degree and knowing how they can be applied beyond the academy will help you determine which skills you most enjoy using and what skills you have to offer future and current employers. By using our inventories below, you can discover what skills you may have to offer in addition to your graduate education.

Research and Information Analysis

- Locate and assimilate new information rapidly and apply to a given problem
- Understand and synthesize large amounts of complex information
- Design research information (such as surveys, inventories, etc.) and effectively analyze the results
- Develop organizing principles to effectively sort and evaluate data

Analysis and Problem Solving

- Clearly define a problem and identify possible causes
- Comprehend large amounts of information
- Form and defend independent conclusions
- Design an experiment, plan, or model that defines a problem, tests possible resolutions, and implements a solution

Written and Oral Communication Skills

- Prepare concise and logically written materials for a variety of audiences in a variety of different modes (from abstracts to summaries to full manuscripts)
- Edit and proofread written material
- Organize and communicate ideas and complex information effectively in oral presentations to specialized and general audiences in a variety of settings (from small to large)
- Persuade others in both written and oral format using logical argument
- Write effective grant and research proposals

Interpersonal and Leadership Skills

- Facilitate group discussions and/or conduct meetings
- Teach skills or concepts to others
- Work effectively in teams and collaborate on projects
- Navigate complex or bureaucratic environments effectively
- Diplomatically communicate and respond to positive or negative feedback
- Motivate others to complete projects
- Build consensus among groups or individuals
- Effectively mentor subordinates and/or peers

Organization and Management

- Manage a project or multiple projects from beginning to end. Identify and establish goals or tasks to be completed in a reasonable timeline.
- Organize and prioritize tasks.
- Anticipate possible challenges
- Maintain flexibility in the face of changing circumstances.

Self-Management, Work Habits, & Entrepreneurial Skills

- Meet deadlines and manage competing priorities
- Perform under pressure
- Work independently
- Acquire funding (such as writing grant or fellowship proposals) and managing a budget

Creating Accomplishment Statements - Worksheet

List your top 5-10 skills in the left column, then note the context where you demonstrated each skill.

We've also included sample action verbs on the next page of this guide.

Action Verb	Context	End Result
<i>Developed</i>	<i>New organizational processes for onboarding employees</i>	<i>Increased employee retention by 25%</i>

Action Verbs

Management & Leadership

administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
instituted
led
managed
merged
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

Communication

addressed
advertised
articulated
authored
clarified
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
defined

described
discussed
drafted
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
joined
judged
listened
mediated
moderated
motivated
negotiated
observed
outlined
persuaded
presented
promoted
proposed
publicized
recruited
reinforced
reported
responded
solicited
specified
suggested
synthesized
translated
wrote

Research

analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted

investigated
located
measured
researched
searched
summarized
surveyed
tested

Technical

adapted
assembled
built
constructed
converted
debugged
engineered
fabricated
installed
maintained
operated
programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized
studied
upgraded

Financial/Data

adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
marketed
projected
reconciled
retrieved
Helping
advised
advocated
answered
cared for

coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
encouraged
ensured
expedited
explained
facilitated
familiarize
furthered
guided
intervened
motivated
provided
referred
rehabilitated
simplified
supplied
supported
taught
trained
tutored
volunteered

Organization/ Detail

arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
generated
implemented
incorporated
logged
monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved
reviewed

routed
scheduled
submitted
standardized
systematized
updated
validated
verified

Creative

acted
combined
conceptualized
created
customized
designed
developed
displayed
drew
entertained
established
fashioned
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
revised
revitalized
shaped

Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced
resolved
restored
transformed