



Online resources:
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An Incomplete List of Graduate Student Skills

Adaptability

- Ability to learn and adapt at a high level
- Ability to think quickly on your feet (in the classroom/conference papers)
- Ability to take in large amounts of information and respond appropriately
- Self-confident

Analytic skills

- Ability to synthesize and understand complex content
- Problem-solving tools and experience
- Ability to see the big picture while still retaining attention to details
- Advanced research methods/skills
- Ability to make decisions consistently about abstract information (grading)
- Ability to exercise good judgment

Communication skills

- Ability to coherently organize material for others
- Ability to write at different levels: brief abstracts/book reviews to book-length manuscripts
- Ability to write successful grant/fellowship proposals & secure funding
- Editing and proofreading
- Ability to verbally convey complex information to non-expert audience
- Ability to speak before large groups
- Ability to facilitate discussions
- Ability to speak up

Work ethic

- Self-disciplined
- Hard worker
- Responsible & dependable
- Track record of achievement
- Ability to meet high expectations
- Care about doing a good job

Supervision

- Objectively evaluate the performance of others (grading)
- Monitor/oversee the work of others (students)

Interpersonal skills

- Ability to persuade others to see your point of view and value your work (papers/grant & fellowship proposals)
- Ability to bring others together and build consensus over a topic (your dissertation)
- Teamwork (esp. in the sciences)
- Ability to motivate and persuade others
- Ability to convey enthusiasm to others
- Ability to handle complaints professionally (from students)
- Ability to manage difficult people
- Diplomacy
- Ability to accept criticism well

Intelligence

- Capable of learning and retaining information quickly
- Intellectually curious
- Intellectual maturity

Self-direction/Entrepreneurial skills

- Ability to work independently, with minimal direction or supervision
- Ability to thrive in a competitive environment and perform well under pressure
- Ability to self-motivate and manage large, self-directed project

Follow-through/Ability to get things done

- Ability to manage multiple tasks with minimal time resources
- Tenacity, stamina, and focus necessary for degree completion (i.e., the ability to “close the deal.”)
- Take initiative for planning events, new publications, meeting other people, etc.

Organization and management

- Manage a project (dissertation) (“project management”)
- Organize, plan, and manage research/work
- Maintain records
- Foreign language or other skills specific to your discipline
- Ability to navigate a complex bureaucratic environment
- Organize & plan events (“event management”)
- Prepare programs/panels
- Persuade others to participate

