

# Career Related Skills

*What you do that you didn't know you could*

	Common Undergraduate Experiences									
	Research and paper preparation	Oral Presentations	Independent Study	Lab Work	Community service	Human Relations labs and sensitivity training	Group projects and Committees	Teaching & Tutoring	Publications (student)	Leadership (clubs, RHA, RHA, ASPLU, etc.)
<b>Skills Applicable to Many Careers</b>										
Comprehending written material	√			√					√	
Writing effectively	√					√			√	
Making effective speeches and presentations		√						√		√
Identifying problem areas	√		√	√	√		√	√		√
Developing new approaches to problems	√		√	√	√		√	√		√
Analyzing and evaluating ideas	√		√	√		√	√	√	√	√
Using library and research facilities	√		√	√				√		
Conducting surveys and interviews	√				√		√	√	√	
Supervising and leading					√	√	√	√	√	√
Cooperating with a work team					√	√	√		√	√
Persuading others to accept your ideas		√	√		√	√	√	√	√	√
Helping people with their problems					√	√		√	√	√
Dealing with the public		√			√	√		√	√	√
Organizing time effectively	√	√	√	√			√	√	√	
Working under deadlines	√	√	√	√	√		√	√	√	√
Planning and organizing	√	√	√	√	√	√	√	√	√	√
Working independently	√	√	√	√	√			√	√	
Following well-defined instructions	√			√					√	
Working on long-term projects	√		√	√	√		√	√	√	√
Doing detailed and accurate work	√		√	√					√	
Numerical data, using computer software	√			√						