

Careers, Employability and Student Enterprise Articulating Your Skills

The skills required by employers: gather and describe your evidence

What evidence do you have for the following skills that are typically required by employers?
If possible, try to think of two or three different examples of each one. We have provided some examples of research experience that might prompt you to think of your own:

Commercial awareness <i>e.g. working with end-users of research, managing/understanding budgets and costs, registering patents, reporting to funding bodies, funding applications</i>	<ul style="list-style-type: none"> • • •
Leadership <i>e.g. managing relationships with supervisors, creating a vision for the direction of your research, decision making around methodologies and direction of research</i>	<ul style="list-style-type: none"> • • •
Working with others <i>e.g. research collaborations, supervisors, supervising undergraduate projects, sharing facilities with other researchers</i>	<ul style="list-style-type: none"> • • •
Written/oral communication <i>e.g. thesis, publications, annual reports, viva, seminars, conference and poster presentations, public engagement and outreach</i>	<ul style="list-style-type: none"> • • •
Project management <i>e.g. planning, managing, monitoring and reporting on PhD and other research projects</i>	<ul style="list-style-type: none"> • • •
Drive and motivation <i>e.g. staying self-motivated throughout a self-managed three year project, committing to</i>	<ul style="list-style-type: none"> • • •

<i>learning new skills and finding new solutions</i>	
Problem solving <i>e.g. finding new methods to solve research problems, solving problems when surveys of experiments did not work well.</i>	<ul style="list-style-type: none"> • • •
Data analysis <i>e.g. collecting, managing and quality assuring research data, statistical analysis and programming.</i>	<ul style="list-style-type: none"> • • •

Taking stock of your strengths and areas to develop:

Notice and note down the skills areas in which you have a lot to offer. You could use these to create a 'personal statement' for a CV or covering letter. Conversely, which areas do you need to gather more evidence and experience for? What can you do about that?

The main skills/competences I offer employers:	<ul style="list-style-type: none">•••••
The skills I need to develop, or find more evidence for, are:	<ul style="list-style-type: none">•••••
My opportunities to develop these skills are:	<ul style="list-style-type: none">•••••

Thinking about your specific evidence, start a bank of descriptions of your examples to use in job applications or at interview. Use the STAR technique to structure your example in a way that will make it easier for employers to understand.

S – Situation

- Where were you? What was the context?

T – Task

- What were you trying to achieve? What was the problem?

A – Action/ Achievement

- What did you do? How did you go about doing it? What skills did you use?

R – Result/ Review

- What was the outcome? What would you do differently next time?

You can seek advice in our [Ask the Adviser appointments](#) to help you with your specific evidence for job applications.