

UNIVERSAL JOB SKILLS:
SKILLS TO HIGHLIGHT IN YOUR RESUME/ COVER LETTER/
JOB INTERVIEW

SKILL

HOW TO DEMONSTRATE
*Drawing from professional, internship,
 academic, and volunteer experiences*

<p><u>Communication/ Media</u></p> <ul style="list-style-type: none"> • Ability to communicate complex/ technical subjects to general audiences • Ability to communicate and coordinate across departments of an organization • Ability to communicate and coordinate with external organizations and constituents 	<p><u>Written:</u> reports, newsletters, brochures, press releases, dissertation or thesis/ project reports</p> <p><u>Verbal:</u> public presentations, GSI teaching positions, radio/tv interviews</p> <p><u>Intra-organization:</u> staff/ internal committees</p> <p><u>External organizations/ constituents:</u> multi-stakeholder groups</p>
<p><u>Multidisciplinary Team Experience</u></p> <ul style="list-style-type: none"> • Ability to work well on teams that include diverse people/ skill sets. 	<ul style="list-style-type: none"> • Master’s Projects • Other group projects
<p><u>Interpersonal</u></p> <ul style="list-style-type: none"> • Building strong relationships with diverse constituents (ability to listen/ empathize is key) • Ability to build coalitions • Demonstrated ability to get along well with others 	<ul style="list-style-type: none"> • Serving on multi-stakeholder groups, working with people from diverse backgrounds, student government • Grassroots organizing, environmental campaigns • Interpersonal skills are best demonstrated in an interview
<p><u>Management</u></p> <ul style="list-style-type: none"> • People management • Vision • Project management • Ability to manage/ adapt to change • Time management (ability to effectively balance multiple project deadlines while exceeding expectations) • Budget development and implementation • Fundraising experience (grant research, writing, reporting, individual donor development, 	<ul style="list-style-type: none"> • <u>People:</u> Supervising staff/ volunteers (ability to motivate others to do their best) • <u>Vision:</u> Developing vision/strategic plan for project/organization • <u>Project Management:</u> Working with key constituencies to develop project plan, ensuring timely implementation of plan at individual staff and team level, project assessment/ evaluation • <u>Change Management:</u> Successfully addressing challenges using innovative approaches

<p>developing relationships with foundations or corporations that lead to funding).</p>	<ul style="list-style-type: none"> • <u>Time Management</u>: Balancing full load of courses while teaching (GSI) or working • <u>Budget</u>: Developing research project budgets and staying on budget with annual expenditures • <u>Fundraising</u>: Researching appropriate funding sources, preparing funding applications, leveraging funds/in-kind support
<p><u>Leadership/ Showing Initiative</u></p>	<ul style="list-style-type: none"> • Leadership roles on student government, student groups, committees, boards, past employers • Special Fellowships: (ex: Doris Duke, Presidential Management) • Going above and beyond to create positive change (making a tool more efficient, creating a program that serves as a regional/state model)
<p><u>Technical Skills</u></p>	<ul style="list-style-type: none"> • Relevant coursework/ degrees • Certification (ex: Spatial Analysis certification) • Relevant languages • Specific examples of projects using these skills • Computer software skills
<p><u>Analytical/ Problem Solving Skills</u></p>	<ul style="list-style-type: none"> • Advanced Science, Business, Law or PhD degree • Relevant coursework • Master's Project/ Practicum/ Thesis/ Dissertation • Consulting work

Developed by Lisa Yee-Litzenberg for the
University of Michigan
School of Natural Resources and Environment