

SKILLS IDENTIFICATION

Part 1:

Instructions: The goal of this exercise is to help you identify your marketable skills and abilities in order to create SAR statements. Start by reflecting on your academic experiences. Add these to the first column. Then for each situation, write out as many details as possible about how you went about this task (what skill did you use). Finally, explain the relevance/impact of what you did.

Situation (S) What was the task/situation at hand?	Action (A) What did you do? How did you do it? *This is often the transferable skill	Result (R) What did you accomplish? What was the importance/impact of what you did?

Part 2:

Instructions: Draft your SAR statement using the information in the table above.

SAR statement formula: Action verb + Situation + Result

SAR statement:

SKILL AREAS

Note: This is a brief list of some skill areas – it is NOT an exhaustive list. There are many other skills you can talk about on your resume!

COMMUNICATION

- Language, presentation, teamwork, report writing, negotiation, persuasion

INTERPERSONAL

- Coaching, teaching/tutoring, mentoring, meeting with public, customer service, working with diversity

MANAGEMENT/LEADERSHIP

- Conflict management, facilitation, decision making, project management, delegating, budgeting, strategic planning

CREATIVITY/INNOVATION

- Conceptualizing ideas, creating (art, ideas, content, inventions), designing, displaying ideas, brainstorming

ORGANIZATIONAL/ADMINISTRATIVE

- Scheduling, time management, filing, record keeping, booking and verifying, attention to detail, prioritizing, planning

PROBLEM-SOLVING AND CRITICAL THINKING

- Adaptability, critical thinking, problem solving, research, analysis, auditing

TECHNICAL SKILLS

- Calculating, interpreting data, scientific and technical language, computer software (Microsoft Suite, design programs, other specific software), programming, lab skills, language