

Exercise 1. Identifying and Communicating Your Transferable Skills

1. TASKS  Identify 4-5 of your daily tasks as a graduate student.	2. TRANSFERABLE SKILL Consider the underlying competencies of each task and convert your tasks into workplace skills.

Exercise 2: Decode the job ad

- A. Select a job ad to analyze (pages 4-9). Skim the job ad, underlining or highlighting any important skills, qualities, or qualifications you notice. What are the 3-4 most important skills and qualifications for this job?
- a. Skill 1: _____
 - b. Skill 2: _____
 - c. Skill 3: _____
 - d. Skill 4: _____

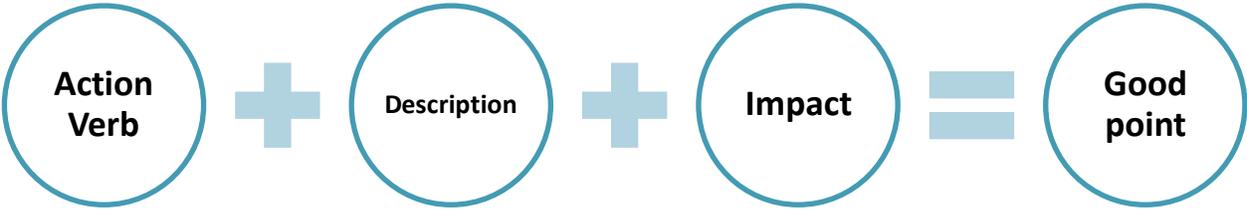
Exercise 3 – Transferring your Skills to the Job Ad

What skills do you already have that would be useful for this job? List them here, and link them to an experience (research, teaching, job, leadership, volunteer, etc.) in which you learned or demonstrated that skill:

<u>Skill/Qualification</u> _____	<u>Experience</u> _____
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- B. What skills would you want to further develop before applying for such a job? How might you gain that experience?
- C. Now skim the job ad for context/subtext. What can you tell about the organization’s values or culture?

Exercise 3: Write a resume bullet point that describes one of your skills



ills

1) Researcher/Writer, Federation of State Humanities Councils

Location: DC

The Federation of State Humanities Councils seeks a Researcher/Writer to gather program descriptions, evaluations, impact studies, and other resources through council websites and documents, surveys, and interviews. The aim of the research is to contribute to a series of briefing documents explaining state humanities council work and the value of the humanities to the public. The project is supported by funding from the Andrew W. Mellon Foundation.

The researcher/writer will report to the Federation President.

The Federation of State Humanities Councils, founded in 1977 and located in Rosslyn, Virginia, is the membership association of the 55 state and territorial humanities councils. The primary functions of the Federation are to promote the work of the councils with Congress and the public, facilitate information exchange among councils, and increase resources available to the councils through partnerships and special projects.

Primary Responsibilities:

Research council websites, past survey reports, and council documents and publications, including impact studies conducted by individual councils, to create a comprehensive body of information about the value and impact of council work

Design and conduct follow-up surveys and interviews as needed to gather supplemental information from councils

Compile and analyze impact studies and work with Federation staff to select studies to publish on the Federation's website

Identify possible areas of expansion for the existing online database of council programs, in consultation with the Federation's Director of Communications

Work with graphic design consultant and Federation staff to develop up to ten informative and visually engaging one-page briefing papers about council work

Required Qualifications:

Background in a humanities or humanistic social science discipline

Demonstrated ability to design and conduct research and interviews

Excellent writing skills, especially for a public audience

Ability to work as part of a team

Preferred Qualifications:

Experience in designing and managing projects

Strong interpersonal and organizational skills

Compensation:

Competitive salary, plus retirement benefits

To apply:

Please submit a substantive cover letter, a resume/CV (not to exceed four pages), and a brief writing sample to info@statehumanities.org, no later than Monday, July 17. Anticipated start date is August 7. The Federation is an equal opportunity employer.