

### Transferable Skills for PhDs in the Humanities

Below are a few of the transferable skills that a PhD in the humanities gives you. We recommend that you change the wording of these generic skills as needed to fit your specific background, instead of simply listing them as they appear below.

Academic Skills	Workplace Skills
Classroom Instruction and Management	<ul style="list-style-type: none"> <li>• Convey complex content to a diverse audience</li> <li>• Guide discussions toward a consensus</li> <li>• Present information through lectures, discussions, and active-learning techniques</li> <li>• Manage the expectations of multiple constituencies</li> <li>• Adapt to rapidly changing circumstances and think on one's feet</li> </ul>
Curriculum Design	<ul style="list-style-type: none"> <li>• Prioritize and organize a large body of knowledge</li> <li>• Create materials targeting a particular audience</li> <li>• Master technical skills to manage and convey information in innovative ways</li> </ul>
Advising and Counseling	<ul style="list-style-type: none"> <li>• Listen actively and attentively</li> <li>• Make recommendations</li> <li>• Comprehend and adhere to requirements and organizational policy</li> <li>• Assist others in the navigation of bureaucracy</li> </ul>
Assessing Student Learning	<ul style="list-style-type: none"> <li>• Devise and implement metrics for success</li> <li>• Provide substantive and timely feedback</li> <li>• Keep detailed administrative records</li> <li>• Accurately report results</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Identify, investigate, and creatively solve problems</li> <li>• Critically engage with, distill, and synthesize large bodies of information</li> <li>• Work independently</li> <li>• Meet deadlines</li> <li>• Master multiple research methodologies</li> <li>• Implement feedback from various sources, including supervisors and peers</li> </ul>
Writing and Public Speaking	<ul style="list-style-type: none"> <li>• Write in multiple genres, across a variety of platforms, and for different audiences</li> <li>• Deliver presentations at national conferences</li> <li>• Engage with colleagues about topics important to the field</li> </ul>
Program Management and Coordination	<ul style="list-style-type: none"> <li>• Collaborate with a team to achieve a common goal or solve a common problem</li> <li>• Switch smoothly between leadership and support roles</li> <li>• Delegate tasks as needed</li> <li>• Facilitate communication among multiple stakeholders with varying priorities</li> <li>• Manage a budget</li> <li>• Plan and execute events</li> <li>• Design marketing materials and campaigns</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Read/write/speak other languages</li> <li>• Communicate effectively across cultures</li> <li>• Perform technical work such as coding, graphic design, video or audio editing</li> <li>• Use social-media savvy in professional context</li> <li>• Secure grant funding</li> </ul>