

**Master’s Students**

**Analysing your Skills**

You have embarked upon your master’s to further develop your skills and knowledge gained from your first degree and other experiences. It is therefore critical that you can articulate the learning gain from the postgraduate process to evidence this to recruiters and showcase how your profile matches what they are looking for.

Taking time to analyse the skills and knowledge you possess is time well invested. Recruiters for both postgraduate research and jobs, will expect you to clearly articulate and evidence the skills they are seeking in the application process.

Skills agreed to be developed through the master’s process include:

* Written and verbal communication
* Analytical skills
* Problem-solving
* Project management
* Time management
* Working with others in a team
* Critical thinking
* Ability to work independently.

Depending at what stage you are at, you will also gain/have gained subject specific skills that might involve laboratory skills, using specific research software, employing analytical tools and methods and much more.

It can be helpful to record the skills you have and will develop with detail of how you have done so. This will give you the information you need when matching what you can offer to what recruiters are seeking in their person specifications or requirements for the role to which you are applying.

The table on the next page shows how you can create a table to record and give examples of skills you possess with precise examples. You can expand this and add to it to embrace the skills from your master’s but also the other experiences you have had from student representative positions to volunteering or employment. Critical to this process is to be precise in identifying and explaining skills, as the example shows for written skills.

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| **Skill developed/developing** | **A specific example of applying this skill** |
| Written communication skills: essay writing |  |
| Written communication skills: report writing |  |
| Written communication skills: creating a presentation |  |
| Verbal communication skills: making presentations |  |
| Verbal communication skills: persuading others to your viewpoint |  |
| Verbal communications: listening effectively |  |

Also see:

<https://career-advice.jobs.ac.uk/studentship-advice/what-should-i-do-after-my-masters-course/>

<https://www.qaa.ac.uk/docs/qaa/quality-code/master's-degree-characteristics-statement.pdf?sfvrsn=6ca2f981_10> (P4)

<https://www.ox.ac.uk/students/academic/guidance/skills/postgrad-taught-skills>

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