

Hanover College Levett Career Center

Liberal Arts Skills at Work

Through the classroom and extracurricular activities, Hanover tries to ensure that you master a range of intellectual skills. These will prove useful on the job. As you begin your job search, inventory your skills and be prepared to sell them to employers by identifying 3 examples of times when you have demonstrated each. You need to learn to value these skills so that you can teach potential employers, who might not be liberal arts graduates, to do so, too.

Writing Skills

Developed in class through:

- term papers
- essay tests
- lab reports
- senior thesis
- article summaries
- journals
- creative writing
- case reports
- internship essays
- peer reviews
- literature reviews

Used on the job: composing correspondence; writing reports, briefs or proposals; editing; proofreading; keeping records; writing copy for sales, advertising, or newspapers; developing brochures or promotional materials

Speaking Skills

Developed in class through:

- in-class presentations, reports
- classes that base grades on participation or that encourage participation in class discussions
- speeches
- theatre performances
- group projects
- study groups
- convocations
- internship presentations

Used on the job: interviewing, persuading, negotiating, selling, advising, answering questions, counseling, soliciting funds, supervising, representing organizations, surveying, working with public, making presentations

Creative and Integrative Thinking Skills

Developed in class through:

- assignments that allow room for imagination
- projects that encourage alternative approaches
- journals
- creative writing
- comprehensive exams
- senior thesis

Used on the job: planning strategies; developing new initiatives or approaches to tasks; composing persuasive correspondence; writing proposals; writing copy for sales, advertising, or newspapers; developing brochures or promotional materials

Critical Thinking and Analytical Skills

Developed in class through:

- research papers
- essay exams
- in-class discussions
- senior thesis
- internship essays
- case studies
- art or literature critiques
- analysis/critique of arguments during class and in papers

Used on the job: developing ideas, reasoning, preparing reports, evaluating, gathering information, analyzing and interpreting data, conducting research, planning, marketing, making employment decisions, determining new directions

Research Skills

Developed in class through:

- research papers
- field studies
- senior thesis
- independent grant research
- independent lab research
- literature reviews
- case studies

Used on the job: developing ideas, reasoning, preparing reports, evaluating, gathering information, analyzing and interpreting data, designing and conducting research, developing programming, planning new initiatives, marketing, making decisions

Quantitative and Computer Skills

Developed in class through:

- lab reports
- abstract and formal reasoning and natural world CCRs
- data interpretation
- statistics
- coding
- finance, economics, math, and science classes

Used on the job: interpreting results, tracking and allocating budgets, writing reports, developing spreadsheets, writing web pages, conducting market research, interpreting charts or results, predicting outcomes, forecasting expenses, preparing financial reports, inventorying