# Soft Skills Cheat Sheet for ICaP Instructors and OWL Tutors

This page provides a breakdown of the skills that participants in the Peer Writing Tutor Alumni Research Project reported developing during their time both as *writing center tutors* and as *classroom instructors.* One thing that struck me was the consistency with which respondents talked about the transferability of skills to other careers, both in academia and in industry. However, respondents indicated that they struggled to make those skills and experiences intelligible to an outside audience on the job market. The goal of this document is to provide you with sample language that you can use when writing any narrative job application materials.

**COMMUNICATION SKILLS**

* Clarity (grammar, style, rules, error, citations)
* Explaining & conveying ideas
* Organization & structure
* Presentations & public speaking

**INTERPERSONAL SKILLS**

* Active listening
* Empathy
* Conversation & building rapport

**ADAPTABILITY**

* Novel situations
* Meeting writers where they are
* Quick thinking
* Audience awareness
* Preparedness & transferable skills
* Dealing with crisis

**LEADERSHIP**

* Mentoring & coaching
* Empowering others
* Advocacy
* Understanding of power dynamics

**CULTURAL COMPETENCE**

* Appreciation of diversity (broadly speaking)
* Understanding the challenges and triumphs of international students
* Working with multilingual & L2 writers

**CRITICAL THINKING**

* Diagnosing, evaluating, & assessing
* Applying rhetorical principles
* Inferring meaning & intention
* Navigating complexity
* Synthesizing information

**OPEN-MINDEDNESS**

* Non-judgement
* Considering other perspectives
* Self-reflection/assessment

**TEAMWORK**

* Collaboration
* Seeking & receiving feedback
* Colleagues & collegiality
* Mediation & compromise

**TIME MANAGEMENT**

* Setting goals & priorities
* Organization & efficiency
* Maintaining healthy habits
* Dealing with procrastination

**CONFIDENCE**

* Developing self-confidence
* Instilling confidence in others

**PROBLEM SOLVING**

* Asking questions
* Active listening
* Identifying & contextualizing problems
* Building on previous knowledge
* Finding proactive solutions
* Teaching revision strategies

**WORK ETHIC**

* Growth mindset
* Writing as a process
* Sticking with difficult tasks

**CREATIVITY**

* Generating & developing ideas
* Designing materials

**ATTENTION TO DETAIL**

* Carefulness & attentiveness
* Being observant