

The first thing most employers want to know: What are your skills?

You will need to tell employers about your skills in your CV and at an interview.

- A skill is a practiced ability.
- All skills are learned, even the most simple. We are not born with skills. A skill can be as basic as being able to write your name, or as sophisticated as doing calculus.
- While talents, interests, and personal qualities are not skills in themselves, but they influence the kinds of skills we choose to learn, and the level of competence we reach.
- Transferrable skills are adaptable skills that can be used in more than one job, task or activity.
- Think of which skills you have (examples below), and identify specific examples of when you have used each of the skills.

### ***Interpersonal / Communication skills***

#### **Key Communication Skills**

Addressing  
Articulating  
Conveying  
Describing  
Presenting  
Public speaking  
Training

Advising  
Coaching  
Demonstrating  
Explaining  
Instructing  
Lecturing  
Tutoring

#### **Relationship building**

Encouraging  
Establishing rapport  
Guiding  
Liaising  
Listening  
Networking  
Supporting

#### **Facilitating/Leading**

Facilitating  
Inspiring  
Managing  
Mentoring  
Motivating

Advocating  
Confronting  
Negotiating  
Resolving  
Supervising

#### **Marketing**

Advertising  
Cold-calling  
Promoting  
Selling  
Convincing

### ***Creative / Artistic skills***

#### **Words and ideas**

Adapting  
Conceptualising  
Expressing  
Imagining  
Innovating  
Writing

#### **Visual**

Decorating  
Designing  
Displaying  
Exhibiting  
Illustrating  
Visualising

#### **Performing**

Acting  
Composing  
Entertaining  
Improvising  
Role playing  
Scripting

### ***Organisation / Management skills***

#### **Time**

Adjusting  
Meeting deadlines  
Planning  
Projecting  
Scheduling  
Updating

#### **Resources**

Allocating  
Budgeting  
Distributing  
Investing  
Organising  
Purchasing

#### **People & tasks**

Administering  
Collaborating  
Coordinating  
Delegating  
Monitoring  
Reviewing

### ***Information processing skills***

#### **Thinking**

Comprehending  
Identifying  
Observing  
Perceiving  
Reading  
Researching  
Understanding

#### **Language and ideas**

Clarifying  
Correcting  
Editing  
Interpreting  
Reporting  
Theorising  
Translating

#### **Facts and figures**

Analysing  
Auditing  
Calculating  
Estimating  
Processing  
Quoting  
Recording

# SKILLS

Technical skills (specific to your area of study / work)

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Communication skills

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Computing skills

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Skills from interests or hobbies

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Transferrable skills / Personal Strengths

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