

Career & Employability Essentials

Employability Skills



Most employers want to know what your skills are and how you can align them with the job. We tell employers about our skills in CVs and at interviews.

- Skills are learned and developed through practice.
- Skills are gained in different areas of our lives e.g., *paid and unpaid work, education, sports, volunteer work and self-taught*.
- While talents, interests, and personal qualities are not skills in themselves, they may influence the skills we choose to learn, and the level of competence we reach.
- Skills can be transferrable, adaptable, and applied in all jobs and employment settings.
- Keeping skills up to date is one way to help you stay employable.

Seek have identified the top 5 transferrable skills employers require in the current job market, do you have any of these?

1. Adaptability
2. Analytical thinking
3. Being proactive
4. Empathy
5. Resilience

What about the future? The World Economic Forum identified the top ten skills of tomorrow, do you have any of these?

1. Analytical thinking and innovation (problem-solving)
2. Active learning and learning strategies (self-management)
3. Complex problem solving (problem-solving)
4. Critical thinking and analysis (problem-solving)
5. Creativity, originality, and initiative (problem-solving)
6. Leadership and social influence (working with people)
7. Technology use, monitoring and control (technology)
8. Technology design and programming (technology)
9. Resilience, stress tolerance and flexibility (self-management)
10. Reasoning and ideation (problem-solving)

Tips!

Use the skills listed above as prompts to identify the skills you have and what you might need to develop.

- Make sure the skills you have are in your CV and share them in your interview by providing specific examples to demonstrate how and where you used them.
- When applying for a role, make sure you match your skills to the skills they are looking for (use the same terminology).

When writing a CV finding the right words to describe your skills, experience and achievements can be tough. Here are some ideas to get you started!

Skills Profile

- Ability to ... developed through ...
- Experienced in ... shown by ...
- Broad range of ... experience
- X (number of) years' experience with ...
- Good understanding of ... proven by ..
- Developed an understanding of ... through
- Thorough familiarity with ...
- Great approach to ...
- Solid knowledge of ...
- Qualified in ...
- Competent in ...
- Proficient in ...
- Sound ... capabilities
- Able to ...
- Confident ...
- Demonstrated success in ...
- Strong ...
- Effective ...
- Adept at ...
- Committed to ...
- Proven ...
- Seek to ...
- Strength in ...
- Keen awareness of ...

Achievements

- Recognised for ...
- Awarded with ...
- Achieved ...

Responsibilities (Work Experience)

- Worked with ...
- Assisted ...
- Designed ...
- Produced ...
- Supported ...
- Developed ...
- Planned ...
- Conducted ...
- Supervised ...
- Managed ...
- Performed
- Created...