

## Identifying your skills

Your CV needs to give the employer an overview of the skills you possess, especially those which are relevant to the job you are applying for.

**Transferable skills** are the types of skills that you can apply and make use of in a number of different roles. This section will help you to identify the skills that you have gained through various experiences in your lifetime.

Examples of transferable skills are:

action planning	language skills	problem-solving
adaptability	leadership	professionalism
computing skills	learning quickly	reliability
creativity	literacy	striving for excellence
customer service	money management	taking initiative
decision making	negotiating	team working
delegation	presenting	time management
good organisation	prioritising	written and verbal communication

## WHAT RELEVANT EXPERIENCES DO YOU HAVE?

It can be difficult to think of examples where you have displayed skills that employers are looking for. This process can be made easier by thinking about your experiences in the following categories:

→ School/college

→ Work experience

→ Home life

Answer the questions that are relevant to you in the 'Your experience' section and include as much detail as possible.

Leave the 'Skills' section blank for now.



### EXAMPLE:

Question	Your experience	Skills
What clubs were you in (at school or outside of school)?	I played on the football team as the goal keeper, I also organised our weekly matches.	

## SCHOOL/COLLEGE

Question	Your experience	Skills
What clubs were you in (at school or outside of school)?		
What positions of responsibility did you have (e.g. captain of a sports team, role within a club, prefect)?		
What examples do you have of presenting in front of other people (e.g. assemblies, speaking in front of the class, drama classes)?		
Were you involved in creating something (think about technology classes, drama, music or arts)?		
What were your hobbies?		
Did you get any awards or recognition (e.g. certificates, medals, trophies)?		

Question	Your experience	Skills
What did you do that you were proud of?		
Did you have a weekend job (e.g. babysitting, paper round)?		
Did you do any volunteering (e.g. Duke of Edinburgh award, help in the community during citizenship lessons, church)?		

**REMEMBER:**

When you're talking about your skills, make sure you're always able to back yourself up with examples – you don't want to get caught out.



## HOME LIFE (BEFORE YOU CAME TO THE PRINCE'S TRUST)

Question	Your experience	Skills
Have you done any courses or training?		
What role do you play in your friendship group (e.g. do you organise them, stop people arguing)?		
Did you do any volunteering (e.g. sports coaching, looking after a relative)?		
What are your hobbies?		
Have you helped your family by contributing money or looking after relatives?		

## IN WORK/WORK EXPERIENCE

Questions	Your experience	Skills
Who did you work with?		
What were you responsible for (e.g. opening or closing the building, cash handling or team leader roles)?		
What experiences did you have of working in a team?		
What did you do that you were proud of in your job?		

## Turning responsibilities into achievements

It is important to highlight your achievements in your CV, rather than only focussing on your responsibilities. Achievements give the employer practical examples of what you have done.

### What's the difference?

**Responsibility:** something which you have a duty to deal with.

**Achievement:** something which you have done successfully, by effort or skill.

### Example:

**Responsibility:** Had to organise a daily stock check.

**Achievement:** Organised the daily stock check, making sure that any problems were directly communicated to my manager.

## Positive verbs

You can use positive verbs (doing words) to make sure your actions and achievements stand out:

assembled	evaluated	proposed
assisted	expanded	proved
attended	experienced	provided
communicated	improved	repaired
designed	informed	reported
developed	led	researched
directed	motivated	reviewed
edited	organised	selected
encouraged	planned	strengthened
ensured	prepared	supported
established	produced	trained

### REMEMBER:

You should **never lie** on your CV. Not only are you likely to be caught out at the interview stage, but if you really don't have the qualifications or skills for the job, you will not be able to do the job.

