

Developing an effective CV; know your recruiter/opportunity

Identifying key skills for a specific job/occupational area.

Using the job profiles on www.prospects.ac.uk >jobs>types of jobs

Identify four key skills

1	
2	
3	
4	

Give **examples** of how you have developed those skills from your **studies, work or work experience and interests/social activities**

1	
2	
3	
4	

If you are producing a CV in response to a specific vacancy, identify the **key criteria in the person specification or job profile.**

Give **examples** of how you have developed those skills from your **studies, work or work experience and interests/social activities**

Peter Hawkins in “The Art of Building Windmills” identifies key employability skills as:

People skills: team working, leadership, inter-personal skills, oral/written communication

Self-reliance skills: self-awareness and confidence, self-promotion skills, initiative, pro activity, self-motivation, networking skills, willing to learn, action planning and self-regulatory skills

Generalist skills: problem solving/intellectual skills, IT/computer literacy, flexibility and adaptability, numeracy skills, business acumen, commitment

Specialist skills: company specific skills, technical skills and knowledge, understanding the commercial goals of the company