**Identifying your skills**

This activity needs to be completed before you start writing your CV.

**Transferable Skills**

Circle the transferable skills below that you feel you have. Remember to think about the skills that you have learnt at school, volunteering, work experience and any previous jobs.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Listening to people | Explaining things | Working as part of a team |
| Following instructions | Persuading people | Helping customers |
| Paying attention to detail | Working on your own | Presenting to people |
| Taking the lead | Planning and organising | Making decisions |
| Using computers | Repairing and fixing things | Coping with pressure |
| Time management | Finding solutions to problems | Researching |
|  |  |  |
| Can you think of any other relevant transferable skills that are not listed above? | | |

Pick three skills and go into more detail, for example: ‘taking the lead’ = ‘Excellent leadership skills, demonstrated when I successfully managed a small team at a charity event’.

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**Personal attributes**

Circle the attributes that you feel you have below. If you are struggling, try and image what a friend would say about you.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Active | Adaptable | Adventurous |
| Calm | Capable | Conscientious |
| Considerate | Constant | Cooperative |
| Creative | Curious | Decisive |
| Dedicated | Disciplined | Fair |
| Firm | Flexible  **WEEK THREE: CV** | Focused |
| Forgiving | Forthright | Friendly |
| Fun-loving | Generous | Gentle |
| Genuine | Independent | Innovative |
| Intelligent | Intuitive | Kind |
| Leader | Logical | Loyal |
| Mature | Polite | Positive |
| Proactive | Quick | Rational |
| Reliable | Responsible | Thoughtful |
| Trustworthy | Warm | Wise |
|  |  |  |
| Can you think of any other relevant attributes that are not listed above? | | |

Pick three strengths and go into more detail, for example: ‘quick’ = ‘I am a quick learner and always strive to complete tasks ahead of time and to an excellent standard.’

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