

Skills Analysis Template

In order to maximise your employability prospects, you will need to engage with a professional activity (such as a part-time job, internship or placement) during your studies. Every job, academic course or leisure activity involves skills that are potentially of interest to employers and should be included in your CV and job application. Consider the following list of key skills, and describe an example from your work experience, academic studies, social or home life for each of the categories below.

Working effectively with others

(For example, on a group project or as part of a team in the workplace or club).

Key words: set common goals, team work, co-operation, rapport, adaptability, supportive

Communication

(For example, expressing your ideas orally or in writing, explaining something complicated)

Key words: listening, enthusiasm, clarity, pertinence, confidence, persuasion

Judgement and decision making

(For example, choosing which assignment to prioritise, which information to include in a project)

Key words: decisiveness, research, planning, reaching a conclusion, evaluation

Persuading and influencing

(For example, influencing change in the school as course representative or in workplace)

Key words: listening, leadership, negotiation, motivation, determination, vision, empathy

Ability to solve problems

(For example, coping when team members who don't pull their weight, solving technical problems)

Key words: critical thinking, analysis, lateral thinking, creativity

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Time Management / Priority Setting

(For example, ensuring your assignments are done on time, juggling multiple priorities)

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Achieving your goals / Proactive

(For example, getting enough votes to be elected to a role in society)
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Key words: determination, commitment, will-power, resolution, stamina, ambition, energy, resilience
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Use of IT

(For example, word processing a report, using a specialist package to solve a maths problem)
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Specialist subject knowledge

(include your technical knowledge here)

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Other skills required by potential employers:
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(For example, trustworthiness, respecting authority, taking initiative where appropriate)

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