

CV Activities Class

Many people said they were concerned about filling in the skills section on their CV.

The exercise below is an illustration of how you can take a simple experience, and explain what you did in terms of skills which you have acquired and can demonstrate as a consequence.

Breaking out your skills – completing an audit

Some people find it difficult to identify the skills they have when they are completing a CV.

The trick with CVs is looking at mundane and everyday activities and identifying the useful and saleable outcomes which emerged from this. It may be that you have not paid work experience but it may be that can demonstrate skills from voluntary activities, hobbies and your education.

Process

- 1 Take some experience you have
- 2 Think about the things you did when you were gaining those experiences
Break out the list of those items

- 3 Example

Checkout assistant

- Dealing with customers
- Handling money
- Organising workspace
- Timekeeping
- Being reliable
- Dovetailing part time work with other commitments (time management)
- Learning about what was important to the business (business awareness)
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As you are aware I am somewhat sceptical about terms like team skills, and communication skills, if you are claiming to possess these skills, provide some evidence

I am putting this information into edshare so it will also appear on the resources page

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