The following are the ***personal attributes*** which you will need to be able to demonstrate throughout your career. Each new role might require a specific sub-set of these – *why not check out the specific requirements of potential employers?*

Communication skills – verbal & written; presentation skills; interpersonal communication; teamwork; planning & organisation; computer & digital literacy; adaptability & flexibility; problem solving; decision making; initiative; commercial awareness; networking; negotiating; leadership; numeracy;

You will be able to prepare for creating a CV by beginning to evidence your personal attributes in the table below. A sample table can be found on the University of Southampton Career Destinations website

<http://www.southampton.ac.uk/careers/documents/cvs_applications/sample_skills_audit.pdf>

|  |  |  |
| --- | --- | --- |
| **Activity**eg course, vacation work, club / society, voluntary work etc | **Evidence**Description of circumstances in which skill was demonstrated | **Skill** |
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