

# ***JOB SEEKING SKILLS***

**Step 2:  
Apply**



**7: Match your skills to a job**

# Match your skills to a job



Now that you know your skills and know how to write a CV, you need to learn how to match your specific skills to a specific job – an important step in the job hunting process.

## Step 1: Find out what skills the employer wants

A job advert itself should give you important hints about the job requirements.

Here are some examples of the skills employers might look for in specific jobs.

Job title	Skills needed
Clerical Assistant	<ul style="list-style-type: none"><li>• Working as part of a team</li><li>• Organisational skills</li><li>• IT skills (Microsoft Office)</li><li>• Ability to prioritise workload</li><li>• Customer service skills</li></ul>
Job title	Skills needed
Garden Centre Assistant	<ul style="list-style-type: none"><li>• Customer service skills</li><li>• Numeracy and money handling skills</li><li>• Working as part of a team</li><li>• Willingness to learn about stock</li><li>• Team centred approach to work</li><li>• Good communication skills</li></ul>
Job title	Skills needed
Apprentice Chef	<ul style="list-style-type: none"><li>• Able to work alone and as part of a team</li><li>• Able to work under pressure</li><li>• Good organisational skills</li><li>• Good communication skills</li><li>• Ability to follow instructions</li><li>• Ability to measure ingredients and portion sizes precisely</li><li>• Attention to detail</li></ul>



## Activity 1: Complete a skills list for a real job

Using a job advert, list the skills the employer is looking for in the [Activity 1 worksheet](#). If you are completing this as a paper-based exercise, use the job advertisement details in the worksheet.

### Step 2: Compare your skills with the skills needed for the job

Once you've listed the skills for the job, compare the list with your own skills (remember the activities that you completed in [1: All about you](#)).

#### How well do these match up?

Remember you are trying to persuade the employer that you are the ideal person for the job. How can you show them that you have the skills and qualities they are looking for? Which skills do you and the job have in common?



## Activity 2: Compare your skills

Using the same job advert as for Activity 1, have a go at completing the [Activity 2 worksheet](#).



## Job descriptions and person specifications

Earlier we mentioned that some larger employers, such as local authorities and the NHS, provide recruitment packs, which include a person specification as well as the job description.

The person specification is an important tool for both the job seeker and the employer.

- It sets out the skills, knowledge and personal qualities that a candidate needs to perform the job well.
- It's a guideline for the employer in advertising the job, shortlisting job applicants and helping them decide if a candidate meets those requirements at an interview.

# Study a job description and person specification

If you used a real job for Activity 1, check in the advert to see if there is a job description and person specification available. If not then use the following samples.

Study the job description and person specification and familiarise yourself with the type of content included.

Where a job description and person specification are available for a vacancy, this is important information that will help you to:

- decide if you like the sound of the job
- evaluate if you have the right skills for the job
- complete an application.



## APPOINTMENTS AND PROMOTIONS

<b>JOB DESCRIPTION:</b> Vacancy Ref: LC1/LC1/CLS
<b>Service:</b> Community Health and Social Care
<b>Job Title:</b> Administration Assistant
<b>Report to:</b> Administration Supervisor
<b>Purpose:</b> To assist in the provision of all aspects administration support
<b>Duties and Responsibilities:</b> <ol style="list-style-type: none"><li>1. To undertake reception duties: receiving incoming telephone calls; responding to visitors; dealing with frontline enquiries, both face to face and via phone and email which will involve positive service user interaction.</li><li>2. To produce and update a range of documents such as letters, minutes of meetings, training certificates, reports. Content/guidance will be supplied by other staff.</li><li>3. To deal with outgoing and internal mail.</li><li>4. To assist with keeping records up-to-date and accurately maintained; this may involve use of spreadsheets and bespoke databases.</li><li>5. To assist with the preparation and issue of invoice and journal requests</li><li>6. To monitor stock and re-order as required.</li><li>7. To log training enquiries, requests and respond as appropriate or pass onto other team members to do so.</li></ol>

Next, note the **Person Specification**.

In this, the employer outlines what qualifications, experience and skills are **essential** and **desirable**.

## APPOINTMENTS AND PROMOTIONS

PERSON SPECIFICATION: Vacancy Ref: LC1/LC1/CLS		
	Essential	Desirable
<b>Qualifications</b>		
1. Some subjects to National 4 or 5, Standard Grade or equivalent transferable experience and skills	√	
2. An appropriate qualification or equivalent experience in office administration and Microsoft Office is required	√	
<b>Experience</b>		
3. Work experience, ideally in an office environment and/or of a customer focused service		√
4. Experience of working/carrying out tasks without supervision		√
<b>Skills and knowledge</b>		
5. Ability to use Microsoft Office	√	
6. Ability to work as part of a team	√	
7. Good organisational skills	√	
8. Good communication skills	√	
9. Ability to prioritise own work whilst fitting in with needs of others		√
10. Ability to work effectively whilst constantly being interrupted		√

You are now ready to apply!

Now you know how to match your skills to a job,  
you can move on to

[8: Writing a cover letter](#)

Or [click here](#) to return to the main screen.