

## 7: Match your skills to a job

### Activity 2: Compare your skills

Using the same job as you used for Activity 1, have a think about the following questions.

- What job are you applying for?
- What impression do you want to make?
- What skills do you need for that job?
- How can you show that you have those skills?
- How can you show you have the right personal qualities too?

Try to identify 3 or 4 skills you need for the job, and work out how you can show that you have these skills.

Get into the important habit of giving the employer examples of how you've used these skills.

You'll also find it useful to draw up a table where you compare the skills the employer wants with your own skills.

Try completing your own table for the job you used in Activity 1, using the example on the next page for some ideas.

The skills the employer wants	My Skills	Example of using this skill

# Activity 2 Example

Here's an example of how you might compare the skills the employer is looking for with your own, including evidence of how you can demonstrate each skill.

The skills the employer wants	My Skills	Examples of using this skill
Communication and organisational skills	Reception duties	Reception work at busy legal office answering the phone and booking clients in
Prioritising tasks to meet demands	Organisational skills	While working in the legal office, I had to decide what work should take priority over other work and make sure deadlines were met for court dates
Ability to work on own initiative and as part of a team	Teamwork	Volunteering with a local community group. We do a litter pick once a month
Accuracy and attention to detail	Accurate work	I am a secretary for the local church committee and take the minutes at all meetings including AGM
Deal with confidential and sensitive matters	Confidentiality	Working in legal office I typed up letters containing some information that was confidential
Respond appropriately to customer needs	Customer Service	I worked in my local supermarket for a short time and was always happy to help customers look for products
Flexible and adaptable	Adaptable	Whilst temping in my last job they changed over to a new computer system. I learned the new software quickly and was able to help some colleagues who struggled with the change