

# ***JOB SEEKING SKILLS***

**Step 1:  
Get prepared**



**1: All about you**

# All about you



Identifying your skills isn't always easy, partly because you use them regularly without giving them much thought and partly because you don't often need to describe them.

However, being able to do that is an important part of the world of work. Thinking about the type of job you want to do can also help.

## What kind of job do you want?

**You might not have a particular career or job in mind, but it makes sense to find a role that you will both enjoy and do well.**

Before you start browsing job adverts, have a good think about what you would like to do. If you're not sure, then thinking about your skills and values will help you towards that decision.



**Important: Having a clear idea what you like will help you to focus your job hunt, and determine what skills you have to offer.**





To achieve this, you have to ask two important questions.

### 1. What are your skills and values?

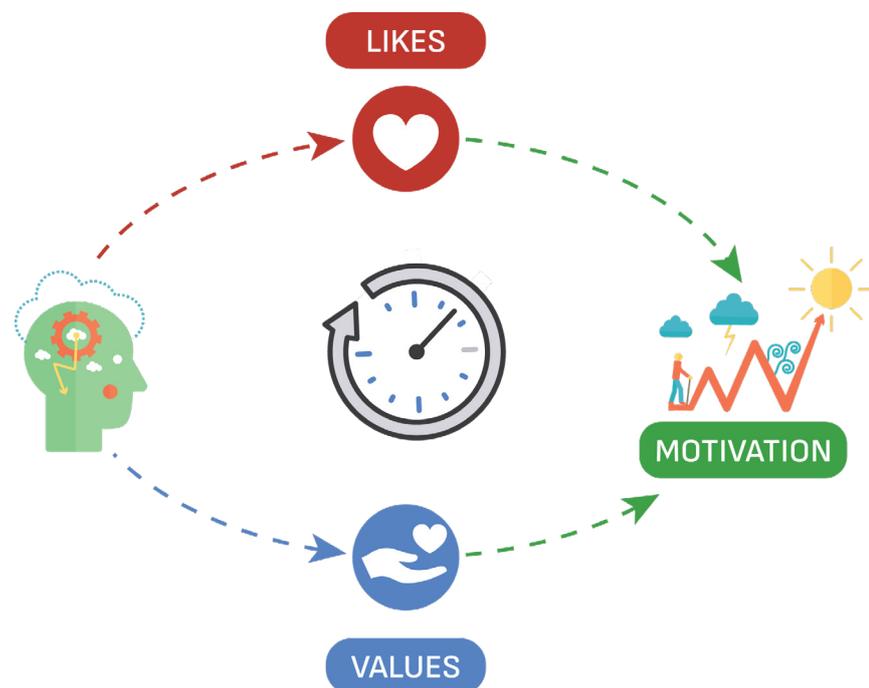
Think about activities you enjoy the most and see what jobs you can think of that involves these. Also, think about your life experiences, the skills that you have learned from them and what you think your key skills are.

This could have been through a part time job, volunteering, work experience or events you've attended or been involved in. Doing this will help you to get an idea of what kind of job you'll enjoy doing and could be good at.

### 2. What makes you tick?

If you are one of those lucky people who know exactly what they want to do, then focusing a job hunt will not present too much of a problem. However, it can be difficult for some people to decide what they would like to do for a living. Perhaps you like lots of things, and nothing in particular stands out?

There is a whole world of career areas to choose from. Do you want to work in health and medicine, the hospitality industry, a creative career, the media, manufacturing, engineering, science, food technology... there is a lot of choice, so it's good to do some research and talk to people, such as an employability key worker.



# Activities

## Understanding your skills and values can help you to:

- ✓ make career choices
- ✓ understand your strengths and weaknesses
- ✓ decide which jobs to apply for
- ✓ write a good CV
- ✓ fill in application forms
- ✓ impress employers at interview
- ✓ feel more confident about applying.



### Activity 1: My Values

- Work your way through the list of questions on the [Activity 1 worksheet](#), thinking about what values would be important to you in your career and working life - answer honestly, there is no right or wrong answer!
- Once you've completed the questions, you will be able to answer the three questions beneath.

**Now you have identified your strongest values and thought about how you can use them in the world of work.**



### Activity 2: Understanding my skills

Using the [Activity 2 worksheet](#), read about some key skills and then with these in mind, think about your own experiences and when you may have used these.

**You now have a good idea about your strongest skills and those you can work on.**



## Activity 3: Identifying career ideas

- Go to [Career Match](#).
- Work your way through the questions, which are designed to match career sectors to what you like doing most.
- Once you've completed the questions, you'll see your results.
- You can then explore your best matches.

**Now you have an idea of which career sectors suit you best.**



**My  
World of  
Work**

**My World of Work**, hosted by Skills Development Scotland, is another good careers resource to get you started.

[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

Now you have thought about your skills and values,  
you can move on to

[2: Today's job market](#)

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