

Activity 2 Compare your skills

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	Examples 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
Organisational skills	Making appointments	Reception work at hairdressers work experience
IT skills (Microsoft Office)	Using Microsoft Office programs	National 5 Administration and IT
Dealing with customer enquiries and requests	Communication skills	Reception work at hairdressers National 5 English – speaking, listening and writing
Working as part of a team	Teamwork	Supporting stylists at hair salon
Maintaining an accurate filing system	Accurate filing and record keeping	National 5 Administration and IT
Ability to prioritise workload	Prioritising my work	Participation in school sensory garden project

Once you have completed this activity and saved it to your device, remember to upload it to your [Planit portfolio](#) in the JSS Evidence section.