



Applying for a job – Know your skills

Employability Skills are, quite simply, skills which employers need in the workplace. Aside from the technical or job specific skills required for different jobs, there are a range of skills and qualities which employers have identified and agreed that are needed in order to be successful in all jobs.

These skills and qualities are acquired through life experiences, education, learning, interests and hobbies and work. Now see if you can identify your own skills by focusing on an experience, hobby or job role which you have done and consider the skills and qualities this developed in you:

My Job or Experience:	Employability Skills	Employability Qualities
1.		
2.		
3.		
4.		

Having a record of these will be useful when you come to compile your **CV**, make a job application or prepare for an interview.

Good Luck!