

Careers and Employability Service Skills Checklist

Introduction

When you come to writing your CV or application form/letter, it can be helpful to refer back to a skills checklist which will remind you of the activities you have undertaken and the evidence which you can provide to back it up. Prospective employers will be looking for more than just a list of skills you believe you have developed – they will be looking for evidence of *how* you have developed them.

Skill	Activity e.g. course, vacation work, club/society, voluntary work	Evidence Description of circumstances in which skill was demonstrated
Communication Skills (i) Verbal (ii) Written		
Presentation Skills		
Negotiating		
Teamwork		
Problem Solving		
Decision Making		
Leadership		
Organisational		
Flexibility		
Planning		
Numeracy		
Commercial Awareness		