

# Careers and Employability Service

## How to develop your skills

### Introduction

Your time at University will provide numerous opportunities to develop skills, but sometimes it can be hard to recognise how. Use this checklist to help identify ways of developing key employability skills.

### Written communication

- Essays, dissertations, project reports
- Secretary of a student society
- Articles for student newspaper or blog
- Publicity materials for voluntary organisation
- Letter to raise sponsorship for an event

### Planning and organisation

- Managing and prioritising your personal workload
- Project work
- Revision timetable
- Organising sporting, social or charity events
- Arranging travel itinerary
- STEP placement

### Adaptability and flexibility

- Year abroad/independent travel
- Working part-time while studying
- Successfully changing courses
- Combining study with family commitments
- Shift working at short notice

### Teamwork

- Opting for group project work
- Duke of Edinburgh award
- Team sports/outdoor pursuits

### Problem solving

- Creative solutions to coursework problems
- Leisure activities such as chess, logic games, computing, role-playing
- Overcoming obstacles to achieve an ambition

### Interpersonal communication

- Work experience e.g. market research, telesales, bar work
- Course or hall rep
- Students' Union work
- Nightline
- Being a mentor – eg in local schools

### Networking

- Joining a mentoring scheme
- Attending employer events/fairs and asking questions
- Making speculative approaches for work experience and advice

### Initiative

- Suggesting changes to your course as a student rep
- Getting relevant work experience
- Starting your own business eg through Fish on Toast
- Creating a website
- Coping well in a sudden crisis
- Volunteering experience

### Numeracy

- Treasurer of a student club
- Work experience in a job using numbers
- Reading financial press – especially tracking a company or industry that interests you

### Computer literacy

- Word processing reports/essays
- Producing graphs on spreadsheets
- Part-time course
- Designing a web page
- Using Power Point