

Identifying your key skills

Key skills may form the body of your CV (in a skills-based CV) or they may be demonstrated throughout (in a conventional chronological CV).

- 5 a Look at the following list of transferable skills. In pairs, discuss how you could demonstrate these skills in your CV. Use examples from your work experience, your studies and your hobbies and interests.

- Communication skills (written and oral)
- Foreign language skills
- Intellectual skills (e.g. critical, analytical and problem-solving skills)
- Interpersonal skills (e.g. working with or motivating others, flexibility)
- IT skills
- Numeracy skills (e.g. statistical skills, data handling)
- Organisational skills (e.g. working independently, meeting deadlines)
- Research skills

- b The following sentences are taken from Silvia's skills-based CV. Cross out the transferable skill which is **not** demonstrated in each sentence.

- 1 My role was to assist the project team in devising and implementing strategies to communicate this message to local residents in different regions in Kenya.
(communication / teamwork / creativity / ~~organisation~~)
- 2 In Sept 2007 I successfully completed an eight-person expedition to Austral Andes in Argentina.
(motivation / teamwork / achievement / creativity)
- 3 As the sole Spanish speaker I acted as spokesperson for our group, organising bookings and negotiating the expedition itinerary.
(interpersonal skills / communication / analysis / negotiation)
- 4 I organised and led sports and drama activities for 200 international students at a summer school in Shrewsbury.
(organisation / leadership / motivation / writing)
- 5 The nature of the project meant that I had to travel regularly throughout the country at short notice, and share basic living conditions.
(flexibility / teamwork / research / interpersonal skills)
- 6 I am currently completing in-depth research on reforestation techniques for the African subcontinent for my Master's degree dissertation.
(independence / analysis / research / teamwork)

- c In pairs, tell each other which of the transferable skills in Exercise 5a you have developed at university or at work. Provide examples that demonstrate the development of these skills.

- d Complete the following sentences so they are true for you.

- 1 My role was to _____.
- 2 As the _____ I acted as _____.
- 3 The nature of _____ meant that I had to _____.
- 4 Within this role I was responsible for _____.
- 5 To do this effectively, I had to _____.

- e Look at the following extracts from Silvia's skills-based CV. What kinds of word are missing?

- 1 I assisted in organising and managing 12 _____ events ...
- 2 In Sept 2007 I _____ completed an eight-person expedition to Austral Andes in Argentina ...
- 3 Three months of training and fundraising preparation resulted in the _____ crossing of the remote central part of the Southern Patagonian ice cap ...
- 4 I devised a number of sporting tournaments for the summer school students and motivated the children and staff to get _____ involved, culminating in an _____ volleyball competition.
- 5 I handled a _____ variety of tasks and projects throughout the six-month project ...
- 6 The _____ approach was adopted by the _____ team across the country.
- 7 I researched _____ international universities for my degree courses.
- 8 I am currently completing _____ research on reforestation techniques ...
- 9 Research for my dissertation includes _____ use of the Internet ...
- 10 I have an _____ command of Microsoft Office Suite.

- f Complete the sentences in Exercise 5e using the words in the box.

entire excellent fully in-depth international
substantial successful (x3) successfully top wide

- g Choose five of the key skills in Exercise 5a. For each skill, write one or two sentences to highlight that skill, using examples from your work, studies and private life. Remember to mention your role, using sentences from Exercise 5d, and add positive adjectives and adverbs to make your sentences more impressive.