Your skills and how to evidence them

The skills that Hertfordshire employers value

Hertfordshire Local Enterprise Partnership

We are continually developing skills. However, when you are asked it can be a challenge to think of examples of when and how you have developed and used them – for example: when reviewing your own progress, when writing a CV, applying for a job, deciding on your future. Use this sheet to help you identify skills you have developed and to help you to complete the My Skills questionnaire.

Skills you may have developed during your regular school day

Things you do regularly in school

- handing homework in on time
- working on a project
- talking to teachers
- using word, excel and email
- given a presentation
- carried out research for your homework
- worked with a fellow student to complete a task
- worked in a small group

Skills you are using

- time management
- personal organisation
- communication, literacy
- teamwork
- communication
- confidence and resilience
- good manners

You will also be developing skills outside of school, do you …

- help a younger sibling with their homework?
- baby-sit or are you responsible for the care of another person?
- write thank-you letters?
- manage your own bank account?
- have a part-time job, volunteer?

Are you good at a particular subject – what skills are linked to these? Examples include:

Mathematics	numeracy, problem solving, presentation
English, History, Languages	literacy, written and spoken communication, research
ICT	computer literacy, logic, presentation
Sciences	research, analysis
Technology, Art	imagination, creativity, problem solving

Skills you may have developed during events or activities at school - What have you done …

- a work shadowing day
- work experience
- a careers fair
- a college open day
- an options event
- helped at a school open day
- shown prospective parents around your school
- organised a fund-raising event for the school
- been a member of the school council
- played in a concert
- played in sports team
- joined the school chess club
- taken part in a school play

Any of these may have helped develop skills in …

Research	Questioning	Listening
Decision making	Communication	Confidence
Following instruction	Presentation	Explaining
Problem solving	Teamwork	Co-operation
Respect & good manners	Recognising skills in others	What else?

These are just a few ideas that could provide you with evidence of skill development and examples of how you have done this.

Keep your My Skills questionnaires safe so you can refer to them when you need to.

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