



Skills and how to present them

At an interview, or when completing a CV or application form, you may be asked to give examples of your skills. The following pages give you a list of such skills and examples of answers to questions that they may ask you.

Communication Skills

- Listening well
- Speaking clearly
- Using the telephone
- Speaking in groups
- Translating
- Putting forward a case
- Writing legibly
- Good handwriting
- Writing concisely
- Presenting
- Explaining ideas
- Negotiating
- Persuading
- Coaching training or teaching

People Skills

- Caring for others
- Consideration
- Co-operation
- Challenging
- Advising
- Leading
- Organising
- Teamwork
- Supporting others
- Motivating
- Liaising
- Mentoring
- Counselling
- Understanding other views
- Customer care

Practical Skills

- Repairing
- Filing
- Electrical work
- Keyboard Skills
- Driving
- Using Tools
- First Aid
- Preparing and Cooking Food
- Riding a bike
- Sewing
- Demonstrating
- Handling money
- Painting/Plastering etc.
- Metal work
- Following Instructions

Thinking Skills

- Editing
- Coming up with original ideas
- Planning
- Innovation
- Programming
- Investigating or researching
- Being Logical
- Devising
- Enquiring or exploring
- Designing
- Questioning
- Examining
- Preparing
- Inspecting

Numeracy Skills

- Budgeting
- Paying bills
- Calculating
- Evaluating
- Understanding banking
- Analysing

Creative Skills

- Acting, singing or performance
- Playing an instrument
- Drawing or designing
- Developing ideas
- Composing
- Inventing
- Choreography or dance
- Photography
- Creative writing
- Web Design
- Being original
- Marketing
- Display

Personal Skills

- Using initiative
- Numeracy
- Literacy
- Being organised
- Being resourceful
- Timekeeping
- Being ambitious
- Perseverance
- Reliability
- Responsibility
- Being positive
- Having a sense of humour
- Honesty
- Personal presentation
- Ability to work under pressure
- Politeness

IT Skills

- Using a computer
- Word processing
- Using Microsoft Office programmes
- Using email
- Scanning
- Using specialist software
- Web Design



Some examples of how you could demonstrate your skills

Teamwork

I went on a school trip. We worked in teams and had to give a presentation at the end of the trip. Working together we realised each other's strengths and used these to our advantage in the presentation.

Teamwork and ability to work under pressure

I had to chair a club meeting at the last minute and although I knew how the meetings were run I had not been in the position of chairing a meeting before. Having to fill in at the last minute has taught me how to deal with problems on the spot and how to cope under pressure.

Leadership

When my mum had an operation I took charge of running things at home because I am the eldest. I drew up a rota for my brother and sister to do the cleaning and shopping while I did the cooking.

Organisation

In August last year I organised a trip to the Lake District for my school walking club. This involved booking train tickets for 10 people, finding a hotel and arranging our group travel insurance.

Organisation, responsibility, design and budgeting

I have helped to organise the school production for the last 2 years. I took responsibility for designing the tickets, getting them printed and selling them through the school office.

Numeracy, reliability, honesty

At school I was given responsibility for collecting the money from our sponsored fun run. I had to record who had paid, the amounts, and bank money in the school safe at the end of every day.

Numeracy, responsibility, customer care

I worked in the corner newspaper shop on Saturdays. I had to calculate the correct paper bills and make sure I gave customers the correct change.

Communication, customer care

My Saturday job as a receptionist in a hair salon has helped to improve my listening, speaking and telephone skills.

Reliability, timekeeping

I have had a part-time paper round for the last two years. I needed to be up early and out in all weathers.

Practical, technical and creative skills

I developed a number of practical and design skills using tools and equipment when I was studying for a GCSE in Resistant Materials.

Problem solving, using initiative, being resourceful and IT skills

When my computer started running slowly I rang a helpline and found out how to fix it by downloading free software from the internet. I was able to fix the problem by following the instructions carefully.

Listening skills, organisation

I volunteer at the local old people's club on Wednesday nights. I help run the activities and some club members like to sit and talk or play games like bingo.

Listening skills, customer care

I have to deal tactfully with customers who have a complaint about products when I work at the supermarket. I listen carefully and show that I understand why they are upset.

Organisation, planning, coaching

Last summer I worked on a local play scheme offering sporting and craft activities for children between seven and eleven years old. I gained experience in planning and running the activities and in teaching children how to do new things.