



Employability skills

As well as skills specific to the job you're going for, employers are also looking for 'employability skills' or 'soft skills', which are all about how you function as an employee. Think about ways you use these skills on a day to day basis, and how you could demonstrate these skills to an employer in your interview or in a conversation with an employer.

Communication skills

The importance of communication skills is increasing all the time. The ability to communicate clearly with customers, employers and other staff is becoming more important. For many of us, this can be a whole new challenge! Communication skills can also include things like having good oral and listening skills, writing documents and using technology or sharing or presenting information.

Example from job advert: 'Must possess good interpersonal and communication (verbal and written) skills.'

Problem solving

Employers value staff who are good problem solvers. The ability to quickly attend to difficult situations that arise and resolving those problems successfully, will most certainly be a positive attribute you can take to any workplace. Employers appreciate resourceful workers!

Example from job advert: 'Demonstrated effective problem solving and conflict resolution ability.'

Technology

Being familiar with technology. Most jobs require some level of skill in using technology. Try to keep up to date with training in these skills, especially if they are important to the jobs you are seeking!

Example from job advert: 'Demonstrated computing skills, including the ability to learn and apply new applications.'

Teamwork

Being able to work as part of a team. There are very few jobs that operate in complete isolation. Being able to support and contribute positively to your colleagues and successfully work with a wide range of people will be a great asset to you!

Example from job advert: 'The ability to work with limited supervision in a team environment to provide a customer focused service.'

Self management

Be aware of your personal attributes. Being able to self manage, take responsibility, show initiative, learn quickly, be reliable and have good planning and organising skills – these are all positive attributes. If you have particular skills which come easily to you, be aware of how useful these are in the workplace and to potential employers!

Example from job advert: 'Highly motivated self-starter who takes initiative with minimal supervision.'