

# Skills

## Getting a job

At an interview or on an application they may ask you to give examples that show what skills you have. The following pages give you a list of such skills and examples of answers to questions that they may ask you about them.

### ◆ Communication skills

- Listening well
- Speaking clearly
- Using the telephone
- Teaching others
- Understanding other peoples views
- Speaking in groups
- Calming others
- Writing legibly
- Explaining complicated ideas
- Translating
- Writing analytically
- Defending yourself verbally
- Good handwriting
- Writing concisely
- Putting across an opposing view point
- Proofreading accurately
- Negotiating
- Persuading

### ◆ People skills

- Caring for others
- Co-operating
- Speaking in groups
- Challenging
- Advising
- Leading
- Organising
- Team-building
- Supporting others
- Motivating
- Liaising
- Mentoring
- Counselling
- Understanding other peoples views

### ◆ Creative skills

- Drawing
- Producing
- Designing
- Singing
- Painting
- Dancing
- Decorating
- Composing
- Inventing
- Choreographing
- Photography

### ◆ Practical Skills

- Fixing things
- Filing
- Electrical work
- Keyboarding
- Driving
- Carpentry
- First aid
- Cooking
- Riding a bike
- Laying bricks
- Plastering
- Sewing
- Demonstrating
- Handling money
- Painting
- Metalwork
- Display
- Following instructions

### ◆ Numeracy

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

### ◆ Thinking skills

- Editing
- Originating
- Planning
- Imagining
- Programming
- Investigating
- Being logical
- Sorting
- Researching
- Devising
- Enquiring
- Designing
- Questioning
- Examining
- Preparing
- Scheming
- Exploring
- Shaping
- Inspecting

### ◆ Creative skills continued

- Acting
- Modelling
- Playing an instrument
- Writing creatively
- Web design
- Being original

### ◆ IT Skills

- Using a computer
- Knowing how to use Word, Excel, Access and so on
- Using e-mail
- Scanning

### ◆ Thinking skills continued

- Formulating

### ◆ Personal Skills

- Using initiative
- Numeracy
- Literacy
- Being organised
- Managing time
- Being resourceful
- Time keeping
- Being ambitious
- Persevering
- Reliability
- Being positive
- Having a sense of humour
- Honesty
- Personal presentation
- Able to work under pressure

## Examples of how you may have used your skills.

### ◆ Teamwork

- I have enjoyed playing for the same local football team for the past three years. As a team we moved from the bottom of the division to being this season's cup winners.
- At school we worked in groups in science lessons.
- I have been a member of a team in school raising sponsorship money for charity.
- I went on a school trip where we worked in teams. Our team gave the best presentation. Working together we realised each other's strengths and weaknesses and used these to our advantage as we produced the presentation.

### ◆ Teamwork and ability to work under pressure

- Working part-time in McDonalds, I was part of a team delivering meals. As we were in a very busy location, I often worked under pressure.
- I had to chair a club meeting, at the last minute, as our usual chair was unable to attend. 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 broke her ankle I had to take charge of running things at home because I am the eldest. I made a rota for my brother and sister to do the shopping while I did the cooking and washing.
- I have captained the local football team for the last three years leading the team from near relegation to topping the league.

### ◆ Organisation

- In August last year I organised a trip to Paris for a friend and myself. This involved booking tickets on Eurostar, booking a hotel, arranging travel insurance and changing my spending money into euros.

### ◆ Numeracy, reliability, honesty

- At school I was given the responsibility for collecting the money from our sponsored fun run. I had to record who had paid and the amount and bank it in the school safe at the end of every day.
- I worked in the corner newspaper shop on Saturdays, adding up paper bills and giving customers the correct change.

### ◆ Numeracy

- I had to calculate the average rainfall for a geography project and show it as a graph.
- When a group of us went out for a meal together last Christmas, I worked out how much everyone needed to pay.

### ◆ Communication skills

- On work experience I had to talk to people of all ages.
- My English coursework has really helped me to develop my written communication skills. My Saturday job as a hairdressers receptionist has helped with my listening, speaking and telephone skills.

- My dad is a builder who works for himself and taking telephone messages for him from customers, sub contractors and suppliers has given me good listening, speaking and telephone skills.
- Taking notes at my youth club committee meetings has helped to improve my writing and spelling skills.
- I won an essay competition in Year 9.
- I am often chosen by my head of year to show visitors around our school.
- I take an active part in debates at school.
- Last summer I worked on a local play scheme offering sporting and craft activities for children between seven and eleven years old where I gained experience in teaching children how to do new things.

#### ◆ Reliability, timekeeping

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

#### ◆ Practical, technical and creative skills

- I developed a number of practical skills using tools and equipment when I was studying for a GCSE in craft and design.
- As part of my technology course I designed a motorised wheelbarrow and produced a working model.

#### ◆ Problem solving, using initiative, being resourceful

- After travelling to a music festival in Leeds this summer, a friend and I found ourselves stranded when the train company went on strike. Using the services of an internet café, we were able to make alternative travel arrangements and we learned how to claim a refund from the train company.
- 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 with very little expense or inconvenience.
- When I knew I was going to struggle to finish my photography project on time, I asked my friend to help and negotiated an extension with my teacher.

#### ◆ IT Skills

- I used my IT skills to design a poster on the computer to attract new members to our youth club.
- I regularly use the internet to find information for projects.
- I keep in touch with my friends using email.
- I am learning how to scan photographs and print them on a computer.
- I have used Excel to create an address list of friends and family, and can produce labels from it for my Christmas cards.

#### ◆ People Skills

- I volunteer at the local old people's club on Wednesday nights, where I help run the activities organised.
- I learnt how to deal tactfully with difficult customers when I worked at a supermarket on Saturdays.
- I help to coach the local under-nine football team.