How To Articulate Your Skills To Employers

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Aims Of The Session

By the end of this session you will be able to:
• Identify skills and qualities that you have developed and provide evidence for putting these skills into practice
• Unpack experiences to effectively demonstrate the skills that you have used
• Articulate these skills to others
Articulating Your Skills To Employers

You have a variety of opportunities to articulate your skills:

- Social Media inc Linked-In Profile
- Networking opportunities
- Covering Letters
- Application Forms
- CV
- Interview
- Presentations
- Assessment Centres
Approaches To Articulating Your Skills

Skill Perspective

Experience Perspective

Example
Example
Example

Skills
Skills
Skills
Skill Perspective

What Are Employers Interested In?

- **Subject Knowledge** e.g. thermodynamics, quantum mechanics, vectors and matrices
- **Subject Skills** e.g. Analysing and interpreting data, IT software, use of Lab equipment, research methodology
- **Life Skills** e.g. Effective communication, leadership, teamwork
- **Talents and Abilities** e.g. Languages, able to draw, athletic
- **Personal Qualities** e.g. calm, tenacious, creative, supportive

See handout
Weighting Your Skills To The Job

Subject Specific Jobs

- What you know
- What you can do
- Who you are

Generic Graduate Roles

- What you can do
- Who you are
- What you know

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Evidence, Evidence, Evidence!!!

So you say you have great skills... Prove it!

Complete a skill and a quality on the Skills Audit and then write a brief description of when you have applied or demonstrated them using STAR. Be specific!!

**Situation**

**Task**

**Action**

**Result**
Experience Perspective

Your previous experiences can be unpacked to differentiate the skills that you used from the tasks that you performed:

- Tasks
- Working With Data/Information
- Working With People
- Working With Practical Things
- Working With Ideas

See handout
Articulating Your Skills To Others

Choose an experience - unpack some of the tasks you performed and break these down into the skills you used.

In pairs, discuss your experience and articulate the types of skills you used. Try to structure your dialogue with **STAR**.

- **Situation**
- **Task**
- **Action**
- **Result**

How fluent were you?

How confident would you be to share your skills and experiences in an unplanned, networking situation?
Tips For Development

• Complete the **skills audit**
• Maintain your skills audit - think about what skills you are using during your study and record experiences **as you go along**
• Bridge the gap – are there skills and qualities that you are struggling to evidence? **Actively seek out opportunities**
• **Practice** describing some of your experiences and the skills you have gained – don’t leave it until you are in a networking or interview situation
• It is likely that examples used in your applications may be discussed further at interview – so **file your applications** effectively, and remind yourself what you have said and to whom!

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