

Exercise 1

Analysing Your Skills

How would you evidence some of the skills listed below? Make some suggestions by reflecting on your experiences to date e.g work experience, voluntary work, hobbies, membership of clubs/societies, travel, coursework etc

Skill / Quality	Your Evidence
Communication	
Interpersonal skills	
Analytical ability	
Teamwork / working independently	
Negotiation / persuasion	
Tact / diplomacy	
IT skills	
Problem solving	
Time management	
Working under pressure	
Organisational skills	
Flexibility	
Commercial awareness	
Leadership	

Then think about what you have gained from these various experiences – as this is what employers are really interested in.