**Competency Record**

How would you evidence some of the competencies listed below? Reflect on your experiences to date e.g work experience, voluntary work, hobbies, membership of clubs/societies, travel, coursework etc. Remember to apply **STAR – Situation, Task, Action, Result**

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| **Present in Job Advert** √ | **Competency/ Transferable skill** | **Your evidence** |
|  | Communication |  |
|  | Interpersonal skills |  |
|  | Analytical ability |  |
|  | Teamwork |  |
|  | Working independently |  |
|  | Negotiation / persuasion |  |
|  | Tact / diplomacy |  |
|  | IT skills |  |
|  | Problem solving |  |
|  | Time management  (meeting deadlines) |  |
|  | Working under pressure |  |
|  | Organisational skills |  |
|  | Flexibility |  |
|  | Commercial awareness |  |
|  | Cultural awareness |  |
|  | Leadership |  |
|  |  |  |