

Prove Your Employability

On the grid below are examples of skills frequently asked for by employers. Thinking about your education, activities, interests and work experience, write examples in the grid to show an employer evidence that you have these skills.

Skills	Education	Activities and Interests	Work Experience (Paid and Unpaid)
Communication Tact and Diplomacy			
Working in a Team Networking Negotiation			
Creativity/ Innovation Adaptability			
Leadership Drive and Initiative Motivating Others			
Sector Awareness Problem Solving Project Management			

Filling the Skills Gap

Are there any skills you need to develop further? If so, where could you develop them?

Skills	Opportunities to Further Develop

"21st century graduates need to demonstrate to employers that they can 'hit the ground running'.

In addition to working hard to gain a good degree, students should engage in extracurricular activities, and obtain work experience in order to develop skills that will make them better prepared for the world of work.

It is also important for students to become self-aware and develop the confidence to market themselves effectively when the time comes to apply for jobs." - **Carl Gilleard – Former CEO Association of Graduate Recruiters**

Don't forget to record your experiences and achievements and reflect on how these can help to improve your future employability.

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