

Identifying your Skills and Personal Qualities

Do you know what skills, experience and personal qualities you have? This is useful information and it will be helpful when you start to apply for colleges, apprenticeships or part time jobs.

Thinking about the skills, experience and qualities you have can be a challenge. Sometimes it helps to speak to someone who knows you well such as a friend, family member or teacher. These people can often give you a different perspective and highlight all of the things that are good about you.

You may also want to use the following information to help you.....

Personal Qualities		
These are aspects of your personality and can be used to describe who you are and how you interact with others. You can include personal qualities in a college personal statement, the profile section of a CV or a job application form.		
Friendly	Calm	Quick thinking
Honest	Patient	Caring
Reliable	Enthusiastic	Compassionate
Hard working	Professional	Versatile
Trustworthy	Analytical	Open minded
Mature	Confident	Proactive
Independent	Energetic	Logical
Imaginative	Thorough	Resourceful
Creative	Dynamic	Adaptable
Flexible	Committed	Diplomatic
Willing to learn	Self motivated	Kind
Helpful	Capable	Articulate
Organised	Decisive	Innovative
Determined	Loyal	Thoughtful

Skills	
A skill is something you can develop through experiences, education, work experience or hobbies. A skill is normally something that takes practice. You can include skills in a college personal statement, the skills and abilities section of a CV or within a job application form.	
Communication	An example of this is.....
Teamwork	An example of this is.....
Problem Solving	An example of this is.....
Research	An example of this is.....
Leadership	An example of this is.....
Cooperation	An example of this is.....
Organisation	An example of this is.....
Negotiation	An example of this is.....
Persuasion	An example of this is.....
Time Management	An example of this is.....
Creative thinking	An example of this is.....

What experience do you have?

Think about tasks you have completed in school, work experience and extra-curricular activities. Outside of school think about experiences you have had, hobbies, volunteering, part time work.

Work out to deal with things that have gone wrong		Think creatively to solve problems or develop new ways of working	
Work well under pressure		Support people	
Deliver presentations		Keep accurate records	
Teach things to others		Plan ahead and set goals	
Deal with customer complaints		Use tools	
Use a till		Adapt to new situations quickly	
Manage others		Meet deadlines	
Learn new skills quickly		Think of improvements	
Handle cash and payments		Sell products	
Work in a team		Deal with customers	
Fix things		Lead a team	
Write letters, emails and reports		Work well with adults	
Research and present information		Explain things to others	
Work well with children		Cooperate with others	
Evaluate ideas		Work out costs and budgets	
Undertake physical work		Speak on the phone to people	
Work with minimal supervision		Work accurately	
Create a schedule of work		Use IT programmes confidently	