

# Your skills and how to evidence them

The skills that Hertfordshire employers value

We are continually developing skills. However, when you are asked it can be a challenge to think of examples of when and how you have developed and used them – for example: when reviewing your own progress, when writing a CV, applying for a job, deciding on your future. Use this sheet to help you identify skills you have developed and to help you to complete the My Skills questionnaire.

## Skills you may have developed during your regular school day

### Things you do regularly in school

- ▶ handing homework in on time
- ▶ working on a project
- ▶ talking to teachers
- ▶ using word, excel and email
- ▶ given a presentation
- ▶ carried out research for your homework
- ▶ worked with a fellow student to complete a task
- ▶ worked in a small group

### Skills you are using

- ▶ time management
- ▶ personal organisation
- ▶ communication, literacy
- ▶ teamwork
- ▶ communication
- ▶ confidence and resilience
- ▶ good manners

## You will also be developing skills outside of school, do you ...

- ▶ help a younger sibling with their homework?
- ▶ baby-sit or are you responsible for the care of another person?
- ▶ write thank-you letters?
- ▶ manage your own bank account?
- ▶ have a part-time job, volunteer?

## Are you good at a particular subject – what skills are linked to these? Examples include:

Mathematics	numeracy, problem solving, presentation
English, History, Languages	literacy, written and spoken communication, research
ICT	computer literacy, logic, presentation
Sciences	research, analysis
Technology, Art	imagination, creativity, problem solving

## Skills you may have developed during events or activities at school - What have you done ...

- ▶ a work shadowing day
- ▶ work experience
- ▶ a careers fair
- ▶ a college open day
- ▶ an options event
- ▶ helped at a school open day
- ▶ shown prospective parents around your school
- ▶ organised a fund-raising event for the school
- ▶ been a member of the school council
- ▶ played in a concert
- ▶ played in sports team
- ▶ joined the school chess club
- ▶ taken part in a school play

## Any of these may have helped develop skills in ...

Research	Questioning	Listening
Decision making	Communication	Confidence
Following instruction	Presentation	Explaining
Problem solving	Teamwork	Co-operation
Respect & good manners	Recognising skills in others	What else?

These are just a few ideas that could provide you with evidence of skill development and examples of how you have done this.

**Keep your My Skills questionnaires safe so you can refer to them when you need to.**

