

Mini-series: Own Your CV

Episode 4

The Skills Section



CAREERS SERVICE

OWN YOUR FUTURE

What this episode will cover



Understanding the importance of a skills section

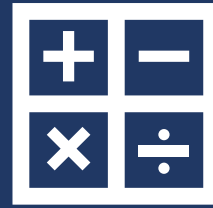


How to develop skills and how to present them in a CV



How to tailor a skills section to a specific job role

A skill is an ability that comes from training or practice



The Skills Section



Highlights your abilities to employers



Shows you can do the job



Select and showcase the skills most relevant to the job

Skills vs Attributes

Skills are learnt and practised

Hard Skills

Proficiency in a language

Computer programming

Music Composition

Writing and Editing

Operating Machinery

Critical Thinking

Problem Solving

Teamwork

Communication

Essential Skills

Attributes are your qualities and inherent traits

Dependable

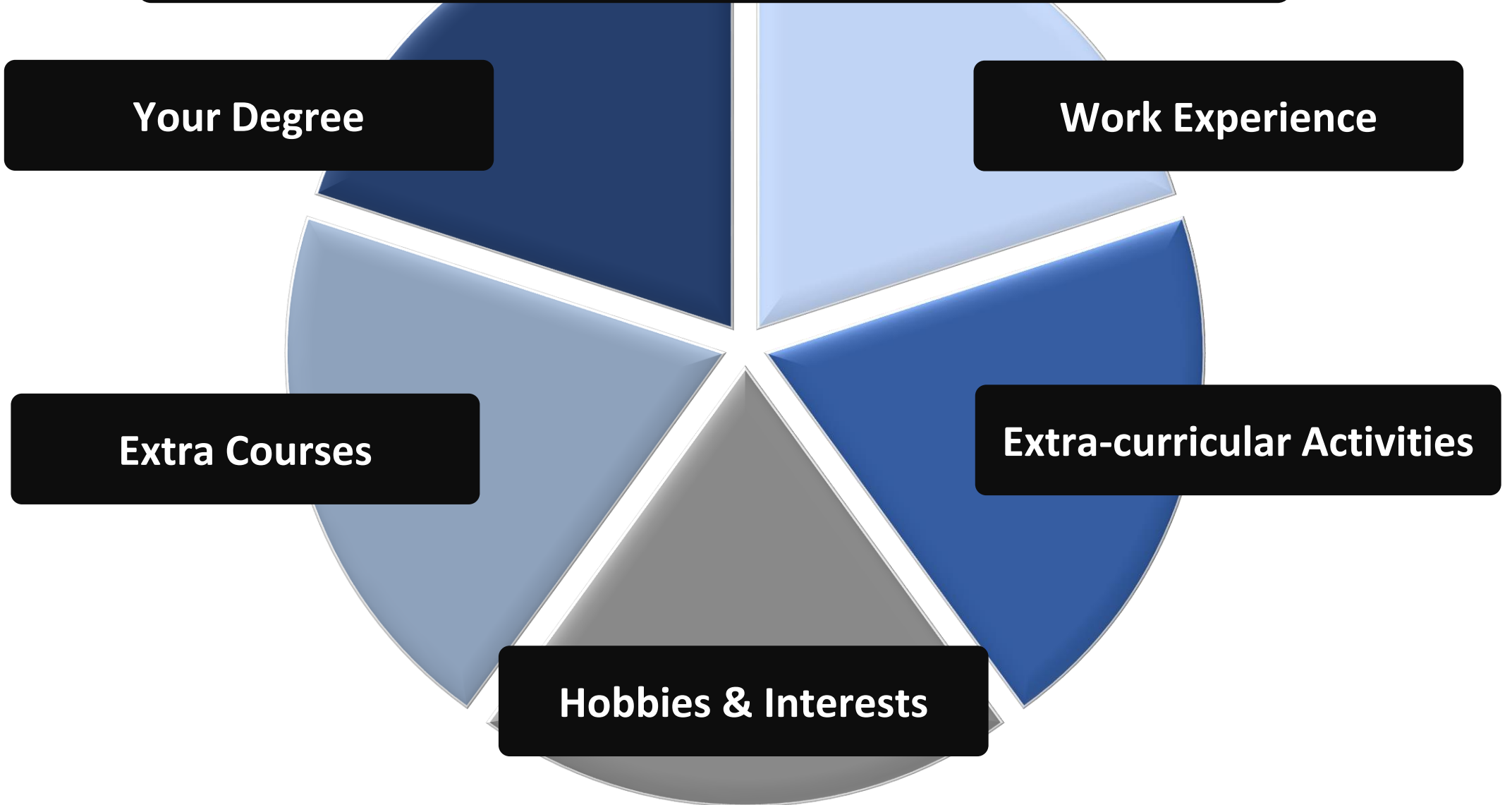
Ambitious

Empathic

Devoted

Friendly

How do you develop skills?





Your Degree

- Research (Methodology & data analysis techniques)
- Writing (Thesis writing, articles & essays)
- Presentations
- Specific subject knowledge

Work Experience

- Part-time & full-time work
- Unpaid work
- Working in a family business
- Internships
- Entrepreneurship

Extra Courses

- Project management
- Coding
- Learning a new language
- Occupational health & safety

Extra-curricular Activities

- Sport & cultural activities
- Leadership positions
- Religious involvement
- Community work

Hobbies & Interests

- A musical instrument
- Computer programming
- Writing poetry or blogging
- Photography

Use **action words**, **time frames**, **results** and **quantity**

Fundraising skills

- **Raised R10 000** in sponsorship for House of Hope by doing the Cape Town Cycle Tour.

Critical thinking skills

- **Developed** critical thinking skills from chess and participating in local tournaments for **four years**.

Programming skills

- Successfully **lowered** a software package's error rate **by 85%** with updates and programming revisions.

Marketing skills

- **Increased** social media engagement rate **by 10%** on twitter and **7%** on Instagram within the **first month** of Nandos internship.

Organisational skills

- **Organised** a multimedia seminar for 100 Fine Arts students **exceeding our target of 80** attendees.

Responsibilities

- Visiting spaza shops to present our mobile app.
- Checking and collecting product data at spaza shops.
- Interacting with spaza shop owners to collect testimonials, photos & video interviews.

Requirements

- Good oral **communication skills** and ideally proficiency in preparing presentations.
- Excellent **interpersonal skills**.
- Have experience **working in teams** and independently.
- Show **initiative and proactivity**.

Sales Rep Internship

Searching for highly motivated and energetic team players to persuade Spaza shop owners to use our services.



Skills tailored to the job advert

Communication

- Confident presenter due to monthly presentations in Information Systems 304.
- Debating improved ability to form balanced arguments and to use reasoning and evidence to persuade.

Customer & Interpersonal

- As a waitress, developed rapport with customers and improved interpersonal skills.
- Awarded waitress of the month for three consecutive months.

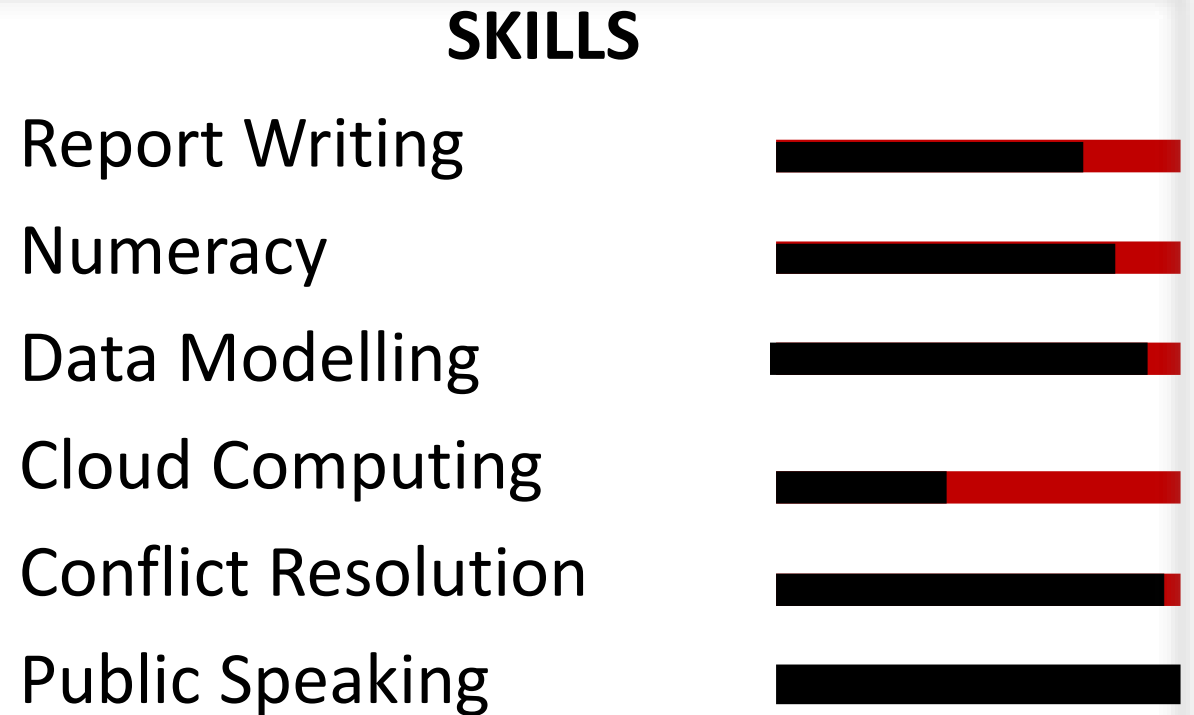
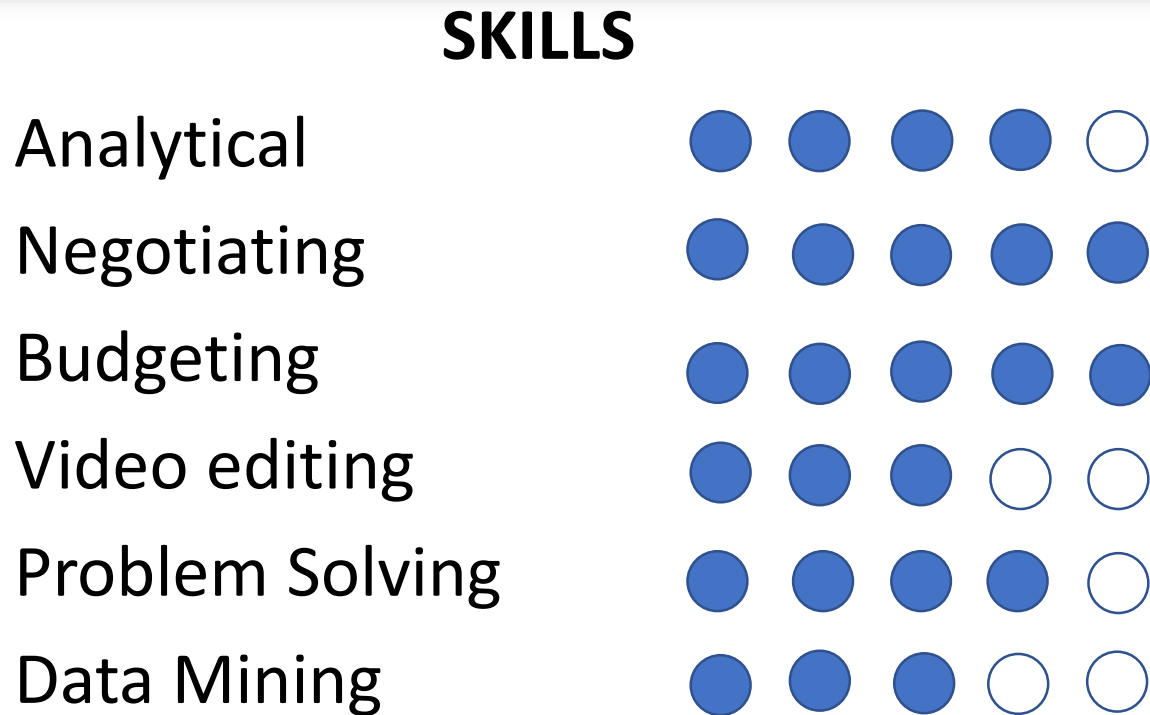
Leadership

- As head tutor lead the project to develop an app that improved tutor engagement with students during the lockdown.

Teamwork

- In debating team, collaboratively developed strategies to win motions at tournaments. Won the Provincial and the National Debating Competitions in 2019.

These subjective formats don't give sufficient evidence of your abilities



We celebrate with you our award for 10 years as Best Careers Service

Awarded **Best Career Service** and **Best Career Fair** by the South African Graduate Employers Association (SAGEA)

Home > Students > Identifying skills

Visit our website for interview questions based on skills.

- CAREER ADVICE
- JOBS AND BURSARIES
- EARN AS YOU LEARN
- IDENTIFYING SKILLS
- OPTIONS WITH MY DEGREE
- CV COVER LETTERS AND LINKEDIN
- INTERVIEWS AND THE SELECTION PROCESS

IDENTIFYING SKILLS

We would like to thank Manchester Careers Service who gave us permission to use the content below:

What are employability skills?

These are the skills, attributes and strengths that are needed for specific roles. Whether you are looking for a part-time job or a graduate scheme you will be expected to have at least some of the skills, or the potential to acquire the skills needed to do the job.

Increasingly employers expect students to have experience of the workplace and be work ready upon graduation.

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