

Episode 4

The Skills Section

Slide 1: Mini-series: Own Your CV, brought to you by the UCT Careers Service. Episode 4, The Skills Section.

Slide 2: In episode 4 you will learn why it is always important to have a Skills section in your CV. It will also demonstrate the most effective way to convey your skills to potential employers and how to tailor a skills section to a job advert.

Slide 3: A skill is an ability that comes from training or practice. Skills can be developed from a variety of activities and experiences.

Slide 4: The Skills section of your CV highlights your competencies to potential employers. It shows them you have the abilities required to succeed in the role. Therefore, it is important to choose the skills to showcase, based on the job role you are applying for.

Slide 5: Try not to confuse skills with attributes. Skills are learnt and practiced therefore the more you practice and use them, the better you get at them. These are some examples of hard skills and essential skills (previously known as soft skills). Attributes are your qualities and inherent traits. Your positive attributes are what you hope your referees would say about you, but they should not appear in your CV.

Slide 6: Skills are transferrable; this means the skills you learn in one environment can be used in a variety of other environments, roles or occupations.

Slide 7: The skills you refer to in the skills section of your CV should come from any of your experiences or the different parts of your life. Your degree, work experience, extra-curricular activities, hobbies and interests and the extra courses you take.

Slide 8: When writing your skills section always provide evidence to back your claims. Use action words such as developed, increased and organised. Also try to include measurable results and quantifiable evidence where possible.

Slide 9: When you come across a job advert, look closely at what the responsibilities entail as well as what skills will be required to perform the job successfully. Try to think which of your skills match the these.

Slide 10: Choose skills that will emphasize your suitability for the role. The skills and expertise highlighted in any job advert are what you will need to successfully do the job. Remember to provide evidence from your experiences. Look how the skills presented, provide evidence that this person has the skills for the Sales Rep internship.

Slide 11: Be careful of choosing formats that don't sufficiently tell the potential employer about your ability to do the job successfully. Potential employers want to see evidence and not just assertions. These are common formats, but they are subjective and leave no room for providing evidence.

Slide 12: On our website, under the students' tab, you will find a section called Identifying skills. This will give you a list of skills with definitions and examples of how you could be asked about your skills in an interview.

Slide 13: Thank you for tuning into episode 4 of mini-series: own your CV brought to you by the UCT Careers Service. Be sure to tune in to Episode 5 where we will be focusing on Additional Information and Referees.