



Developing a Skills CV

Overview

This session encourages students to identify and evidence their transferable skills and develop a skills CV to help support applications for future use.

The presentation encourages students to understand what transferable skills are and to think about how they present them to potential employers and Admissions Tutors.

This activity supports Gatsby Benchmarks 1, 3 and can contribute towards 8 if accompanied by some personal guidance support.

Aims

- To encourage students to identify and evidence their transferable skills.
- To encourage students to recognise gaps in their skills.

Learning Objectives:

By the end of this session students should be able to:

- Understand what transferable skills are and how valuable they will be in their career.
- Recognise and describe their own transferable skills.

Activity type	Independent research	Group size	Limited only by IT availability
Room requirements	Individual internet access	Duration	Up to 2 hours (could be given as homework)



WHY IT MATTERS...

SKILLS CV ACTIVITY



Loughborough
University

Duration	Activity	Description	Resources
5 -10 mins	Introduction: transferable skills	Use the presentation provided to introduce transferable skills and CV building.	Intro presentation PC and projector
5 -10 mins	Introduction: Activity	Students work independently or in pairs to list skills that they can think of.	Pen and paper
30 – 40 mins	Activity	This could be done at home. Students work to fill in information on their own Skills CV.	Worksheet Pen, paper
20 mins	Optional plenary	Students share the transferable skills they have identified and discuss the job roles where such skills would be necessary.	PC and projector

