



Developing a Skills CV

What are Transferable Skills?

They are a core set of skills and abilities which are relevant to lots of situations, including jobs and studying. They are usually developed over time from many different experiences and situations.

They are sometimes called 'portable skills' or 'softer skills'.

You probably have many transferable skills already.

Why are Transferable Skills important?

- Transferable skills can help to show that you have the ability to do a job, learn and work with others.
- They demonstrate what you can bring and how much you've learnt from previous experiences.
- When you apply for a job or write your UCAS Personal Statement you will often need to provide information about your transferable skills. Your transferable skills can show that you'd be a good fit and are ready to start working and learning.

Presenting your Transferable Skills to an employer or Admissions Tutor

It's not enough to just list your skills - listing the skills is dull to read and doesn't tell the reader very much about you.

You should aim to explain how you have developed and / or used your transferable skills in different situations to solve problems, support others, complete tasks and carry out your responsibilities.

In this way the reader learns about you - not about a list from a dictionary.

Evidencing your Transferable Skills

Gathering evidence for your transferable skills as you move through Year 12 and 13 can make the task of completing both job applications and your Personal Statement much easier.

As your career develops and changes so too might the essential skills you need for your role (for example, you might find that you need to concentrate on analytical skills rather than creative ones).



A Skills CV

Building a Skills CV can allow you to record and evidence the skills you have and identify when further development might be valuable.

A Skills CV should be a 'living' document, one that you add to throughout your career, updating and refreshing as you have new experiences and take on new roles.

Getting started

1. Set up a document perhaps in word or excel (whichever is your preferred method) or use the template provided.
2. Set up a table with 4 columns.

Skill	Situation	Notes and wording	Date
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3. Ensure that each row can expand over time as new material is added.
4. Add in the skills you know you can evidence in column 1.
5. Fill in comments in columns 2 and 3. You can adapt these for different applications. Try to keep a record in the Skills CV of every variation.
6. Think about the skills you would like to develop further and note these down too. You could use a different colour until you have evidence statements for them.
7. See an example overleaf.