

Skills and qualities

When you start thinking about your career and what you may want to do as a job you need to think about what skills and qualities you have and how these relate to the jobs you are interested in.

What is a skill? A skill is the ability to do something well and is something you can learn. Examples of skills include communication, literacy, numeracy, ability to work in a team.

What is a quality? A quality is something related to what you are like as a person –a characteristic or personal trait. Examples include being motivated, helpful, kind, enthusiastic, trustworthy, polite.

Task

Using the list of skills and qualities:

- Tick the skills/qualities you think you have
- Complete the table to show how you demonstrate these skills and qualities. Write down your skills and qualities and give examples where possible. For example, I work well...In a team (friendly/sociable/good team player).

	My Skills & Qualities
Polite	
Reliable	
Trustworthy	
Reading and writing	
Patient	
Responsible	
Decision-making	
Organised	
Friendly	
Planning	
Problem Solving	
Accuracy	
Presenting Information	
Punctual	
Sensitive	
Public Speaking	
Enthusiastic	
Honest	
Sociable	
Interpreting Information	
Using plans and drawings	
Discussing	
ICT	
Caring	
Tidy	
Confident	
Working to a deadline	
Searching for information	
Creative	
Working with numbers	
Team player	

	My skills & qualities:
I work well:	
I will:	
I am:	
I can:	
I like:	
I enjoy	
I am good at:	

Skills and qualities

Different jobs require people to have different skills and qualities.

Task

- Use <https://nationalcareers.service.gov.uk/explore-careers> to find two jobs
- Look at jobs you are interested in and how they relate to your skills and qualities
- Fill in the table with the skills and qualities needed for the two jobs.

	Name of Job 1:	Name of Job 2:
	Skills/qualities I think are needed for this job.	Skills/qualities I think are needed for this job.
Polite		
Reliable		
Trustworthy		
Reading and writing		
Patient		
Responsible		
Decision-making		
Organised		
Friendly		
Planning		
Problem Solving		
Accuracy		
Presenting Information		
Punctual		
Sensitive		
Public Speaking		
Enthusiastic		
Honest		
Sociable		
Interpreting Information		
Using plans and drawings		
Discussing		
ICT		
Caring		
Tidy		
Confident		
Working to a deadline		
Searching for information		
Creative		
Working with numbers		
Team player		

Now you have identified your skills and qualities you can use these to help you write a CV.