

## **CV - KEYSKILLS**

This list should aid you in attempting to expand your list of Key Skills. Please identify from this list of activities, which you currently undertake or have undertaken, both in the working environment and socially.

<b>Advising individuals</b>	<b>Operating equipment</b>
<b>Arranging social events</b>	<b>Organising people at work</b>
<b>Calculating numerical data</b>	<b>Persuading others</b>
<b>Checking for accuracy</b>	<b>Preparing charts &amp; diagrams</b>
<b>Classifying records</b>	<b>Programming microcomputers</b>
<b>Compiling figures</b>	<b>Promoting events</b>
<b>Constructing buildings</b>	<b>Protecting property</b>
<b>Co-ordinating events</b>	<b>Raising funds</b>
<b>Correspondence with customers</b>	<b>Recording data</b>
<b>Counselling people</b>	<b>Repairing mechanical equipment</b>
<b>Delegating responsibility</b>	<b>Reviewing</b>
<b>Dispersing information</b>	<b>Running meetings</b>
<b>Drafting reports</b>	<b>Selling products</b>
<b>Editing documents</b>	<b>Serving the public</b>
<b>Handling customer complaints</b>	<b>Setting up demonstrations</b>
<b>Inspecting</b>	<b>Speaking in public</b>
<b>Interpreting data</b>	<b>Supervising staff</b>
<b>Interviewing people</b>	<b>Teaching</b>
<b>Maintaining records</b>	<b>Managing staff</b>
<b>Mediating between people</b>	<b>Motivating others</b>

### **Help with CV Creation**

#### **ARE YOU?**

Punctual?  
Accurate?  
Honest?  
Reliable?  
Responsible?  
Efficient?  
Motivated?  
Careful?  
Thorough?  
Smart?  
Fast?  
Hygienic?  
Self confident?  
Strong?  
Self disciplined?  
Patient?  
Enthusiastic?

#### **CAN YOU?**

Follow instructions?  
Supervise others?  
Use initiative?

#### **HAVE YOU WORKED?**

Outdoors?  
Indoors?  
In a team?  
Under pressure?  
With the public?  
Unsociable hours?  
Shifts?  
Standing up?

#### **HAVE YOU USED?**

Tools?  
Machines?  
Techniques?  
Procedures?  
Systems?  
Methods?