

**Skills Audit** **CV Building**

Skill	RAG 1-3	Skill Evidence – within Education	Skill Evidence – Outside of University
Communication and interpersonal skills		1 2 3	1 2 3
Problem solving skills		1 2 3	1 2 3
Using your initiative and being self-motivated.		1 2 3	1 2 3
Working under pressure and to deadlines.		1 2 3	1 2 3
Organisational skills		1 2 3	1 2 3
Team working		1 2 3	1 2 3
Ability to learn and adapt		1 2 3	1 2 3
Numeracy		1 2 3	1 2 3
Valuing diversity and difference		1 2 3	1 2 3
Negotiation skills		1 2 3	1 2 3

**TASK**

**1) Provide evidence to demonstrate these skills – agree with your teacher. Evidence your judgements with specific examples. No evidence means that you are probably in the Red zone below! To rate yourself as Green you will need at least 3 sources of evidence.**

**2) RAG rate your skills**

**1 – Yes I am there**

**2- making progress, nearly there**

**3 – Work needed!**

**3) How can you develop skills to enhance your CV or close gaps in your CV?**

- could you do voluntary work?
- obtain work experience?

**3) Think about how you can integrate these skills into your CV**

**4) Use this evidence when you complete an application form or attend a job interview.**