Career Skills Profile

Skills can be broken down into the main areas listed below. It is important that you are able to recognise your strength areas, name them on your CV and use examples in your Interview.

Personal Development

1. Self –confidence
2. Self-discipline
3. Self-reliance
4. Independence (initiative)
5. Awareness of strengths & weaknesses
6. Motivation
7. Desire to learn
8. Ambition

Work/Study Effectiveness

1. Ability to prioritise tasks
2. Time management (to deadlines)
3. Interpersonal skills (with other people)
4. Communication skills (written, verbal)
5. Teamwork (ability to work in teams)
6. Leadership skills (manage others)
7. Managing pressure/stress well
8. Have a good work/life balance

Thinking/Cognitive Skills

1. Logical thinking
2. Critical analysis
3. Spreadsheets
4. Presentation system
5. Ability to be creative
6. Spatial ability
7. Manual dexterity
8. Research skills

Information Technology

1. Microsoft word
2. Databases
3. Spreadsheets
4. Powerpoint (presentation system)
5. Publisher
6. Internet Skills
7. Familiarity with email system
8. Information-gathering skills
9. Specific accounting packages
10. Specific packages related to your area

Skills can be broken down into two specific areas:

1. **Technical skills:** These are the hard skills that you learn such as technology and systems
2. **Personal skills:** These are skills related to yourself and others, e.g. teamwork, leadership, working on own initiative, conflict resolution, motivation, time-management.

Employers pay particular attention to **Personal Skills** during selection procedures (interviews) and use them as selection criteria to find the best candidate for the position. For this reason, when making your career plan, it is recommended to make an in-depth research for the career you want to choose in the areas we shared with you.