

# Employability skills



# CV workshop

**A CV is the first contact you  
have with a prospective  
employer**

**Your shop window**

**It is your passport to a new  
job**

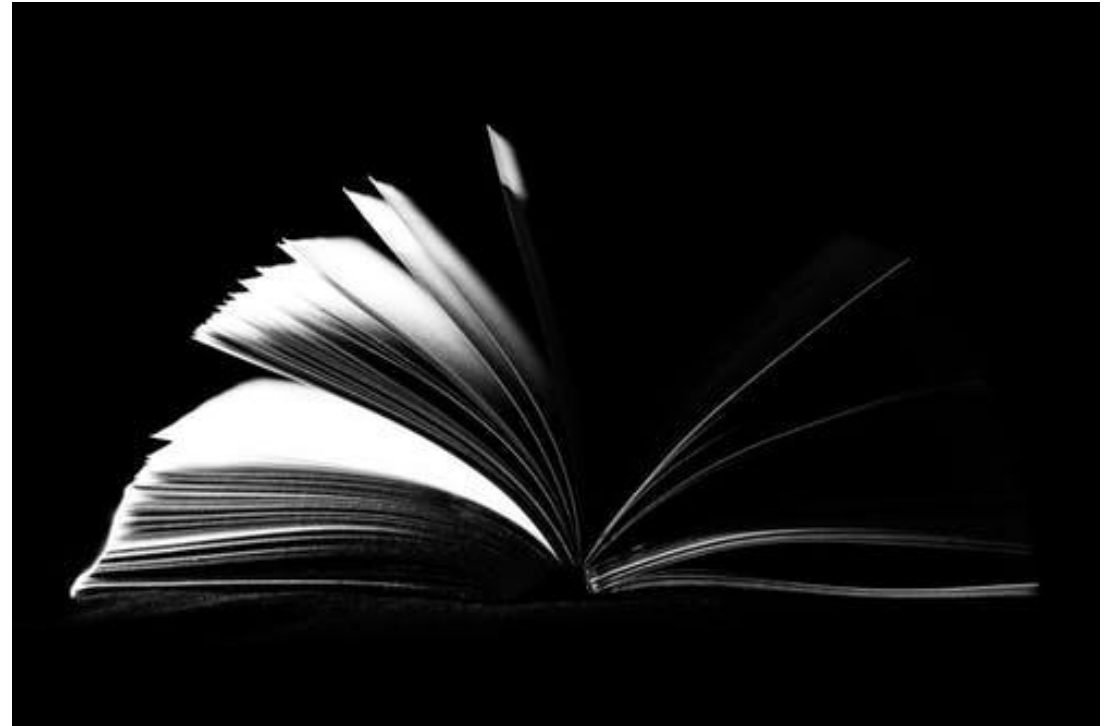


# CV workshop

**A good CV must be easy to read**

**Be clear and concise**

**No more than two pages long**



# CV workshop

**Write about your interests  
and hobbies or any volunteer  
work**

**Be Honest, do not lie or  
exaggerate the truth on your  
CV.**



# CV workshop



# CV workshop

**Use a two sentence description of yourself and your key skills at the start of the CV**

**Check and re-check for spelling and grammar mistakes and get a friend or member of your family to read it through**



# CV workshop

Use a simple and professional email address

[superlazy@gmail.com](mailto:superlazy@gmail.com)

Use a plan and simple font

Don't feel afraid to **SHOUT** about yourself.



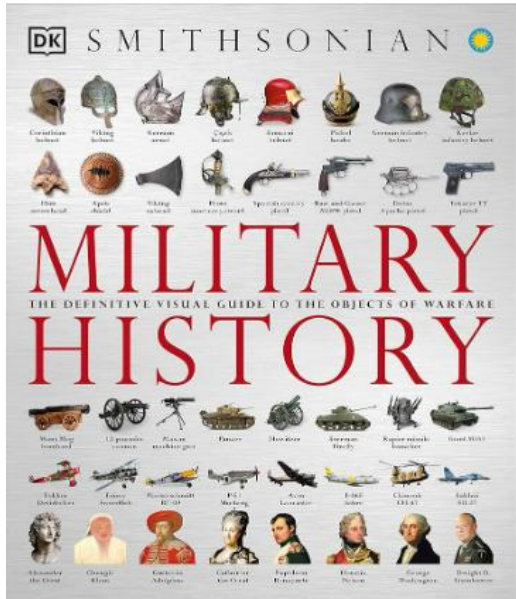
# CV workshop



**For each job you apply for  
You should adapt your CV**



# Adapt your CV



# Covering letter

**You should also send a covering letter alongside your CV**

**Who you are**

**The position you are  
applying for**

**Why you want this job**

**What excites you about the  
company**



# Interview Skills Agenda

- **Research the company**
- **Prepare questions about the company and position you are applying for**
- **Be prepared to talk about your hobbies, interests, strengths and experiences.**



# STAR Technique

- **Situation:** A recent challenge or situation. Where were you? Who were you with?
- **Task:** What did you have to achieve? What were the obstacles?
- **Action:** What did you do? Focus on **YOU!**
- **Result:** What did you achieve? What did you learn from this?



# Star Example



# Activity Time

**Can you name a problem that you recently encountered and how you went about solving it?**

**STAR**

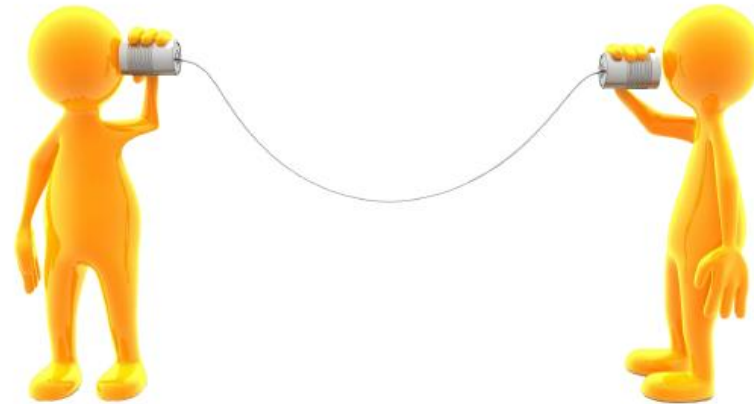


# **What are Employability skills?**



# Employability skills

- **Team work & Practical**
- **Organised**
- **Dedicated and Resilient**
- **Good Communication**
- **Creative**
- **Reliable and helps others**
- **Problem solving**
- **Reliable Responsible**



# Employability skills & Standards



- **Good Timekeeping**
- **Smart Appearance**
- **Respectful to other colleagues**
- **Willingness to learn**
- **Flexible**
- **Positive Attitude**
- **A good listener**
- **Confidence**

# Non-Verbal Communication

**The expression of messages through facial expressions, gestures and body language**



**Body contact (shaking hands)**

**Posture (slouching)**

**Facial Expression**

**Appearance**

**Eye movements**

# Good Practice



- **Plan your journey**
- **Research common interview questions and practice answering them**
- **Arrive early to your interview**
- **Be friendly to any receptionists upon arrival and know what to ask for**
- **Put your phone away.**
- **Always think of one question to ask.**
- **Make eye contact.**
- **Ask for feedback even if you are not successful in your application**



**What skills and qualities do you have?**

**What three words would best describe you?**

**What are your key strengths?**

**What experience have you got of working as part of a team?**

# Bad Practice

- **Do not slouch, fidget or cross your arms**
- **Do not use slang or bad language**
- **Do not turn up with out any questions to ask**
- **Do not add them on social media**
- **Do not make negative comments about previous employers**
- **Do not lie**
- **Do not talk about salary**
- **Do not offer a weak? limp handshake**
- **Do not chew gum**



# Activity Time

**Who gets an interview?**



# Any Questions?

