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SHOWCASING YOUR SKILLS

Next, it's time to draft your skills summary - a bulleted list of your skills which relate to the role you are applying for. These skills can also be referenced in your personal statement and employment history sections of your CV and should include the keywords that you have picked out from the job description.

Remember to include the below:

Technical skills

These are the skills which you have gained throughout your professional career, which are either required or desirable for this role, for instance:

- Microsoft Office (Excel, PowerPoint, Word, Outlook)
- SAP
- Sage
- QuickBooks





Soft skills

These are your personal attributes that allow you to work well with others and achieve your goals. For example:

- Communication
- Decision making
- Time management
- Conflict resolution
- Problem solving
- Stakeholder engagement
- Business acumen

You can read more about soft skills [here](#).

If you are stuck, think about the transferable skills you may have learnt in previous roles or whilst you were studying; for instance, you may have honed your listening skills at university. Also, think about when you have taken it upon yourself to upskill in any way - for example, you might have taught yourself how to use WordPress when writing your personal blog.