

**CV Skills & Evidence Check List**



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| ***Skills & Qualities***  ***CV Skills & Evidence Check List*** | ***What this means*** | ***Evidence- Where you’ve shown this*** | ***Yes/ No*** |
| ***Communication***  ***(verbal & written)*** | *The ability to explain what you mean clearly, verbally or in writing- This includes listening/ questioning others and acting upon instructions.* | * *Putting together a written report i.e.) EPQ.* * *Giving a powerpoint presentation.* * *Studying an essay based subject.* * *Writing an article for a college magazine.* * *Member of a sports team.* * *Showing visitors around open days.* * *Member of a debating club.* * *Part time work in areas like retail/ hospitality* |  |
| ***Developing yourself or others*** | *Taking responsibility for your learning, being open to learning and developing yourself or others.* | * *Setting yourself goals or targets.* * *Student mentoring.* * *Volunteering.* * *Duke of Edinburgh.* * *Working hard to improve grade attainment.* * *Part time work.* * *Sports leaders award.* |  |
| ***Enthusiasm*** | *Being able to demonstrate interest in the role.* | * *Long term careers aspiration/ plan associated to job.* * *Clear understanding of the role through research.* * *Understanding the skills needed for the role.* * *Clear understanding of the company through research i.e.) What they do or make? / What they consider themselves good at? / What they pride themselves on?* |  |
| ***Hard work & Effort*** | *This shows you are likely to bring a positive attitude to work and are therefore more likely to be reliable and open to learning new skills.* | * *Involvement in an extra curricula clubs.* * *Volunteering.* * *Studying extra subjects.* * *Taking on a part time job.* * *Working hard to improve grade attainment.* |  |
| ***Initiative & Motivation*** | *Being ready to accept responsibility, showing flexibility. Being able to improve your own performance by listening to feedback.* | * *Being a school prefect.* * *Becoming a student rep.* * *Helping to organise an event.* * *Starting up a band.* * *Taking on a Saturday job.* * *Making suggestions during work experience.* |  |
| ***IT Skills*** | *Having IT skills including familiarity with word processing, spread sheets, file management, search engines and social media platforms.* | * *List any IT qualifications.* * *Completion of short courses.* * *Programmes you can use like Microsoft, Photoshop and Illustrator.* * *List programming languages you are familiar with i.e.) HTMAL5, Python, C+++.* |  |
| ***Organisational/ Time Management*** | *Being able to manage your time when you have a variety of tasks to complete shows that you are reliable and can be trusted to work by yourself.* | * *Good college attendance.* * *Organising events in/ out of college.* * *Putting together a portfolio of your work.* * *Managing college workload with extra curricula/ volunteering/ PT work commitments.* |  |
| ***Practical Skills***  ***Problem Solving*** | *Working in a practical / hands on way may involve working with physical things or using athletic ability.*  *The ability to understand a problem by analysing fact and breaking down into smaller parts. Developing solutions to a problem.* | * *Building/ designing/ repairing something.* * *Work experience linked to vocational college courses i.e.) Automotive/ Construction/ Engineering/ IT hardware.* * *Hobbies with a practical theme.* * *Taking practical GCSE subjects i.e.) Art/ Automotive/ Construction/ DT/ Engineering/ Sport.* * *Taking practical subjects at college i.e.) Animal Care, Construction/ Engineering/ Forestry/ Horticulture/ Public Services/ Sport.* * *Studying subjects like Further Maths/ Sciences or Philosophy.* * *Building/ designing/ repairing something.* * *DofE orienteering.* * *Dealing with a difficult customer as part of a part time job.* * *Thinking about how you are going to manage your budget/ Saving for a purchase i.e.) Car* |  |
| ***Self confidence*** | *Being able to demonstrate that you believe in your own abilities,* | * *Performing in a play.* * *Leading a team i.e.) school/ college/ extra curricula/ volunteering.* * *Taking part in a debating group.* * *Re-applying for college course.* * *Speaking in public.* |  |
| ***Teamwork*** | *Respecting others, co-operating, contributing to discussions and generally being aware of others* | * *Playing in a sports team.* * *Joining a drama group.* * *Joining college enrichment club.* * *Joining a young enterprise group.* * *Undertaking DofE.* * *Undertaking National Citizens Service.* * *Part time work.* |  |
| ***Flexibility*** | *Being able to demonstrate n attitude which means you are open to times/ locations and the range of tasks involved with a job* | * *Undertaking part time work i.e.) evenings/ weekends.* * *Being prepared to travel distances to work.* * *Able/ prepared to use public transport.* * *Passed driving license.* * *Car/ Motor bike owner.* |  |