

**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*
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| ***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.*
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| ***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?*
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| ***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.*
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| ***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.*
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| ***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+++.*
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| ***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.*
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| ***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*
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| ***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.*
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| ***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.*
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| ***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.*
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