

Step 11

Skills and Competencies



One of the first things an employer is interested in is your skills and competencies. It helps answer the question: 'Can you do the job?'

It is important that not only can you express your skills and competencies, but that you can also provide supporting evidence.

If you have completed Stage 1 you will have a comprehensive skills list.

Any skills that you have identified, and that you intend to use as part of 'selling yourself' in this 3rd Stage must be supported with evidence.

The following tool can be used to 'flesh out' evidence that will support any skills or competencies that you claim to have.



Instructions:

1. The tool has 2 templates. Follow the link at the bottom right of the page to the templates and print them off.
2. In the 1st template list any skills or competencies you wish to use as part of your personal packaging, in the left hand column.
3. Give a statement that briefly describes the competency as it applies to you in the right hand column. *Follow link to see example*
4. In the 2nd template repeat the statement made in the 1st Template in the first line of 2nd template.
5. Evidence your statement by explaining what you did, to what did you do it, and what was the end result. *Follow Link to see example*
6. You will need to print a copy of the 2nd template for each competency listed in the 1st template.



Examples of Skills and Competencies Tool Templates

Template 1 Example

Skill or Competency	Statement
Communication	My strengths include well developed interpersonal and communication skills.
Driving	Experienced driver with excellent knowledge of routes in County Cork and Kerry.

This statement has been taken from Template 1 and written in to template 2

Template 2 Example

Statement:	My strengths include well developed interpersonal and communication skills.
I did something	I worked regularly at the front desk
To something	Of the Tourist Office in
For something	Helping tourists plan their time in West Cork, helping an average of 80 tourists a day during peak season.

This statement has been taken from Template 1 and written in to template 2

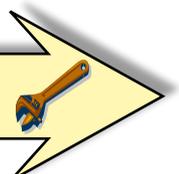
Template 2 Example

Statement:	Experienced driver with excellent knowledge of routes in County Cork and Kerry.
I did something	I drove a delivery van
To something	Throughout County Cork and Kerry for over 4 years with Jennings fruit and vegetable suppliers
For something	Ensuring that all of Jennings clients were well supplied with adequate produce.

Continue to Template 1



Continue to Template 2





Print 1 for each Skill and Competency identified

Statement:	
I did something	
To something	
For something	

Statement:	
I did something	
To something	
For something	

Statement:	
I did something	
To something	
For something	