

Welcome to day 5!

5

National Careers Week

NCW

Transferrable Skills and Your CV

Transferrable skills are skills that can be applied to a wide variety of different jobs or industries and can make you a more employable person

Examples of how you can pick up transferrable skills include: volunteering; work experience; school and the hobbies you have outside of school

EXAMPLES OF TRANSFERRABLE SKILLS

Active Listening



Time Management



Verbal Communication



Written Communication

Team Work



EVIDENCING YOUR TRANSFERRABLE SKILLS

On the Unifrog account that you access and use in your PSHE lessons, you are able to log your skills under competencies.

Competencies

✕ Completed all 12

[Go to tool >](#)

CV / Resumé

✕ Write CVs tailored for each roles

[Start >](#)

From this, you can then use the CV builder on Unifrog where you add information including: contact details, personal introduction, competencies, work experience, education and other interests

PROSPECTS

A CV is a document you use when applying for jobs. It summarises your education, skills and experience enabling you to successfully 'sell' your abilities to a potential employer. For more information on how to write a CV, click on the 'Prospects' logo above