

Your Stand Out Skills personal record

PART 1

Starting with
your skills

How to use this document

This is the first in our four part Stand Out Skills personal record series which will help you bring your thoughts together and guide you through your job seeking journey.

These activities will help you create a personal history of your skills, values and experiences that you can keep referring to back to as you match your skills to job adverts, fill in application forms, tailor your CV and answer questions in selection tests and interviews.

Taking time to put together this personal insight will help you recall things about yourself that you may have forgotten, such as past skills that you enjoyed using and want to use again. Spend some time reflecting on previous jobs, your education and even your hobbies and interests. It's not just about the big achievements, take this opportunity to think about the day-to-day stuff. This will give you a fully rounded view of yourself, which in turn will help you decide your next steps and tell your authentic story to others.



Before you start, save a copy of this document to your device, that way you can keep adding to it as you continue your job search.

Activity 1

Find the right time and place to focus - It's important to approach these activities with a positive and open mind. Set some time aside where you can focus and find a place without distractions where you feel happy and motivated. You don't have to do everything all at once - in fact putting pressure on yourself to get these activities completed won't help. To get the best out of them, plan a series of sessions where you can step away from everything else.



Top Tip

In between sessions you'll probably recall things you want to add to your record, so have somewhere you can jot down your thoughts.

Activity 2

Make a list of previous experiences, roles & achievements – Start with paid/unpaid work then move onto other areas of your life such as parenting & caring, volunteering, qualifications from school/college/university & work, hobbies and awards.

Previous roles, positions and achievements:

Experiences, skills and behaviours:

 Edit

 Edit



Top Tip

Think back as far as you can, you don't need to write these down in order if you don't want to, it's more important to remember as much as you can.

Activity 3

List all the skills you have gained from these experiences – Look at your list from activity 2 and think about all of the qualifications, skills & behaviours you used in that role or experience. By writing the skills next to each role you’ll be able to see the skills you use regularly as well as those that you may have forgotten about. Be frank with yourself and write down both what you enjoyed and what you didn’t but needed to do anyway.

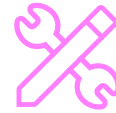
Below is a list to help you think of ideas and get you started:

Examples of soft skills you may have gained from your experiences

- Active listening
- Adaptability
- Aiming high
- Bouncing back (resilience)
- Collaboration
- Creativity
- Critical thinking
- Decision making
- Empathy
- Evaluating information
- Flexibility
- Leadership
- Motivation
- Patience
- Persuasion
- Problem solving
- Public speaking
- Relationship building
- Teamwork
- Time management

Examples of hard skills you may have gained from qualifications & experiences

- Animation
- Audio production
- Changing a fuse
- Climbing or working at heights
- Coding
- Customer service
- Cooking
- First aid
- Handling money
- Health & safety
- Heavy lifting
- Foreign language skills
- Mobile app development
- Painting
- User experience design
- Video production
- Writing
- Duke of Edinburgh Award
- Driving licence
- Grade 3 guitar



You need both hard and soft skills to succeed in most jobs. Hard skills are related to technical knowledge and training while soft skills are personality traits and behaviours.

You can learn and develop both kinds of skills.



Top Tip

Once you’ve started your list ask your trusted friends, family and colleagues to look over it to see if you’ve missed anything, they may see things in you that you don’t see in yourself.

Activity 4

Time to think about your values – Values are the things you believe to be important and the principles that guide your behaviour. Whether it’s through your application, interview or viewing your social media posts and profiles, employers will want to know that you share similar values. Knowing your own values will also help you judge the values of an employer to decide if you want to work in their organisation. Read through this list and mark the ones that apply to you or add your own.

Authenticity
Beauty
Competency
Faith
Honesty
Knowledge
Openness
Reputation
Stability
Achievement
Boldness
Contribution
Fame
Humour
Leadership
Optimism
Respect
Success

Adventure
Authority
Compassion
Challenge
Creativity
Curiosity
Friendships
Fun
Influence
Inner Harmony
Learning
Love
Peace
Pleasure
Responsibility
Security
Status
Trustworthiness

Autonomy
Balance
Citizenship
Community
Determination
Fairness
Growth
Happiness
Justice
Kindness
Loyalty
Meaningful Work
Popularity
Recognition
Service
Spirituality
Wealth
Wisdom

 Click the boxes to tick

Other Values you hold:

 Edit



Top Tip

Now you’ve identified your values, use them in all of the written and verbal parts of your job application to show employers what you care about and will bring to the role.

Activity 5

What is it you're looking for? – A regular income to pay the bills is the most basic answer to this question. But you'll also have other things to consider and prioritise around you home life.

Take some time to consider what's important to you by asking yourself the following questions:

What must be nearby your place of work?
(Shops, entertainment, car park, public transport etc)

 Edit

What industries are you interested in & why?

 Edit

Are you willing to do manual labour?
(E.g. cleaning, lifting, fruit and vegetable picking, shelf stocking)

 Edit

Do you want to work with adults, children or animals?

 Edit

Are you able to drive and do you want a job where you spend a lot of time driving?

 Edit

Where in the world do you want to work?
(From home/locally/nationally/internationally)

 Edit

Would you be open to moving to where the work is?

 Edit

What type of contract are you looking for?
(Permanent or casual/ full or part time/ weekdays, weekends, evenings)

 Edit

Do you want to work inside or outside or a bit of both?

 Edit

What type of contract are you looking for?
(Permanent or casual/ full or part time/ weekdays, weekends, evenings)

 Edit

Are you comfortable with a job where you have responsibilities that may require you to work outside of your core hours?

 Edit

What are you looking for from a job?

Think about the following, rank them from **1 – 7** and then list why you have put them in the order that you have:

	Rank	Why?
Using your skills		
Learning new skills		
Location		
Company values and reputation		
Perks including salary		
Good work/life balance		
The chance for promotion		

 Edit



Top Tip

Where you are now isn't always where you'll be. Try and think outside the box and have an open mind about the possibilities of what a job will mean in the future when thinking about what you're looking for.

Activity 6

What skills are in demand right now? - Now that you've considered your priorities go back to day 2 and day 3 of Stand Out Skills and listen to the tips and advice that LinkedIn experts and BT Consumer CEO Marc Allera give about the jobs and skills that employers are looking for right now. Think about the jobs and skills that you're interested in and add these to your personal record.



Top Tip

Have somewhere to write or type notes so you can record the advice that stands out to you.

Activity 7

Identify the gaps in your skill set – You should now be able to identify any gaps between your skill set and the skills employers are looking for. Take some time to consider the skills & experiences you need to develop to move into the role or industry you’re interested in. It can help to look at job adverts for roles you would be interested in applying to, identifying which skills you already have and which skills are a gap. You may notice a key skill that keeps coming up regularly that you should consider developing.



Top Tip

It’s important be open minded to new skills and experiences.
Be brave and look at all possibilities, don’t restrict your thinking.

Activity 8

Where can you learn the skills you are missing? – Make a list of the different ways that you can learn the new skills you need. Volunteering, free online courses, , as well as learning from friends, family and others in your industry are all good routes. Plan how you’ll start learning as soon as possible and remember employers will be impressed to see that you are investing the time to develop yourself.



Top Tip

<https://www.bt.com/skillsfortomorrow/work-life> is a good place to start your learning.



Useful links for these activities:

<https://opportunity.linkedin.com/skills-for-in-demand-jobs>

<https://www.linkedin.com/learning/powerless-to-powerful-taking-control>