

Do your own skills audit

Start by looking at our skills list to identify the skill you want to review. Think about where you have demonstrated the skill by using examples from school, work, university, volunteering or your free time. Then write some examples of when and how you used it.

Skill	Evidence
<i>Interpersonal</i>	<ul style="list-style-type: none">● <i>Led a team of bar staff effectively in summer job</i>● <i>Contributed to group project on course which gained a 1st</i>

Making use of your skills audit

Once you've done your audit, you can use it to help you:

- **Apply for jobs or further study:** Whether you are writing a CV, covering letter, or application form, you will need to show how your skills match the requirements of the university or employer.
- **Preparing for interviews:** Use your list to prepare by anticipating how to answer questions about the competencies needed for the job or course.
- **Choose a career path:** Look at some job profiles on the Prospects website (www.prospects.ac.uk/job-profiles) and compare the skills mentioned there with your strengths.
- **Enter a particular career or sector:** Assess whether you're likely to be successful in a particular career by seeing how closely your list matches with the skills mentioned in job adverts or Prospects profiles.

Don't forget to add to your audit when you develop new skills or use them in other situations!