

SKILLS AND ACTIVITIES RECORDING TEMPLATE

You'll find that a lot of employers are looking for the same set of 'core skills' in their employees. Below is a list of the most common skills that you should aim to gain whilst completing any work experience or volunteering. This template can be used to record different activities and tasks you complete whilst there, and very importantly, what skills you use to do this.

Key employability skills	Example of activity where you have used this skill
Eg. Communication skills	Eg. I took a telephone message from my colleague and then typed it into an email and sent it to my manager
Verbal communication skills	
Written communication skills	



Customer service	
Prioritisation	
Team-work	
Organisational skills	
Initiative	
Independence	
Flexibility	
Problem-solving	
Numeracy	
Literacy	
IT skills	