

My Transferable Skill set

You've probably heard about having a skill set, but what does this actually mean? It's a term used to bunch together all your abilities, talent, positive characteristics, and traits that are desired by an employer or college.

Take a look at Jack's comment about his school work experience and see if you are able to identify what skills and personal qualities he has from the list below.

"I was lucky enough to do my work experience at a garage, whilst there I was given many tasks, including speaking with the customers. This was sometimes tricky as I had to tell them if their car had passed its MOT or not!

The garage opened at 7.30am so I had to get up an hour earlier than I normally do for school; my mum wasn't able to drop me off because she had to get my younger brother ready for school. So I had to work out how to get there and how much it would cost. I ended up catching the bus as it was more regular than the train, and a bit cheaper.

Some of my friends didn't get home from their work experience until 6pm, but because I started early I was home by 3pm; this meant that I could still get to my rugby practice, which is just as well as I'm the captain, and be home in time to take my brother to cubs on a Thursday as normal."

Customer Service
Punctual
Planning
Problem Solving
Leadership abilities
Commitment
Communication skills
Independent
Team player
Flexible
Customer focused
Responsible
Drive a car
Trustworthy

For example, Jack was flexible with his start and finish time, his leadership qualities come from being the captain of his rugby team, which also shows that he's a team player.

Now write what your top three qualities are, and evidence them below.