



Skills



Hard Skills Teachable abilities / Skill sets that can be measured.

Examples

- ➔ Academic Qualification (GCSE, BTec, A Level, HNC, HND, Degree)
- ➔ Industry Related Certification (CSCS, HGV/LGV licence, AAT, Scrum, PMP, Prince2 etc.)
- ➔ Coding Ability (HTML, CSS, Javascript, PHP, MySQL, C++, C#, ASP.net, Ruby etc.)
- ➔ Computer Skills (Word, Excel, Powerpoint, Access, Cloud, Server, Bespoke systems etc.)
- ➔ Language Skills (foreign language, sign language etc.)
- ➔ Accountancy / Book-keeping
- ➔ Digital Skills (Social Media, email, Video calls etc.)

These skills will be at different levels of competency, you may have basic skills in some and more advanced in others. Remember to highlight ones that are relevant to the job you are applying for

Soft Skills Self-developed attributes. These are transferrable between roles.

Examples

- ➔ Interpersonal skills (Active Listening, Dependability, Flexibility, Empathy, Confidence, Perseverance)
- ➔ Leadership (Team, Project, Event)
- ➔ Project Management
- ➔ Problem Solving / Decision Making
- ➔ Work Ethic (Punctuality, Meeting Deadlines, Quality, Professional Conduct)
- ➔ Team Working (Respect, Ability to Lead, Ability to Follow Instructions)
- ➔ Communication Skills (Written, Oral, Informal, Formal, Adaptability)

These will build up over time and will also be at different levels. Some job descriptions / Person specifications may mention these traits

Tips

- ➔ Include both types of skills on your CV
- ➔ Don't over exaggerate the hard skills, these are measurable and can be checked
- ➔ Check job descriptions/person specs to see what is needed
- ➔ At interviews give examples. Don't just say "I have computer skills", mention software you use and how comfortable you are with it
- ➔ Remember that recruiters and employers will look for both. You could be an expert in IT, but if you lack the communication skills, you may not be the best fit

More Advice and Help...

Identifying Skills

- <https://nationalcareers.service.gov.uk/skills-assessment>
- <https://www.reed.co.uk/career-advice/hard-skills-vs-soft-skills/>
- <https://www.myworldofwork.co.uk/what-are-my-skills-0>

Upskilling

- <https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit>
- <https://www.futurelearn.com/> ... (Mix of free and paid)
- <https://www.coursera.org/> ... (Mix of free and paid)
- <https://www.udemy.com/> ... (always look out for sales!)
- <https://theskillstoolkit.campaign.gov.uk/>
- <https://www.open.edu/openlearn/free-courses/full-catalogue>