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***Skills are like old but favourite tops: root them out and they can make a surprising comeback***

Me and my career

What will become of me?

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Me and my career

### The big six

There are some very important attributes that all employers feel they can’t get enough of:

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Figure 1

* Communicating effectively
* Working well in a team
* Problem solving
* Using initiative
* Being well organised
* Being adaptable

These top six transferable skills, essential for success in the most high-powered jobs, are often learnt and perfected in ordinary situations. It doesn’t matter what examples you use to provide proof that you have the qualities employers are looking for, what does matter is that you identify and describe them in a convincing manner.

### Re-evaluate yourself

**I am an effective communicator because I can:**

Speak clearly and accurately

Talk easily to strangers

Listen carefully

Persuade others of my point of view

Follow written instructions

**I am a good team worker because I:**

Get on well with all sorts of people

Share information

Am open to other people’s ideas

Am loyal

Am flexible and prepared to compromise

Deliver what I promise

**I am a problem solver because I can:**

See problems before they get too big

Look at difficulties from different points of view

Learn from my own mistakes

**I show initiative all the time because I am:**

Willing to take on new things

Good at making decisions

Good at getting things started

**My organisational skills mean I am:**

Able to plan work

Able to get things done on time

Good at doing more than one thing at a time

**I am adaptable because I am:**

Open to new ideas

Not afraid to try different ways of doing

things

Quick to learn new things

Now all you need to do is find examples of when you did those things. Just think back over the last month!

### **Do What You Love, Love What You Do**

**Enjoyment** – Far too many people live life with the mentality of “Thank goodness, it’s Friday” to “Oh no, it’s Monday.” What a miserable way to live life! This may sound strange, but I actually look forward to Monday morning. I look forward to getting back to doing something I love. It should also be pointed out that no matter how much you love what you do, you won’t enjoy every job 100% of the time. There are some things that just come with the territory but the good should far outweigh the bad.



Figure 2

(Kretchowiecka)

Kretchowiecka, I. (n.d.). *Sklls: Transferable skills*. Retrieved March 28, 20xx, from iVillage.co.uk: www.iVillage.co.uk

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