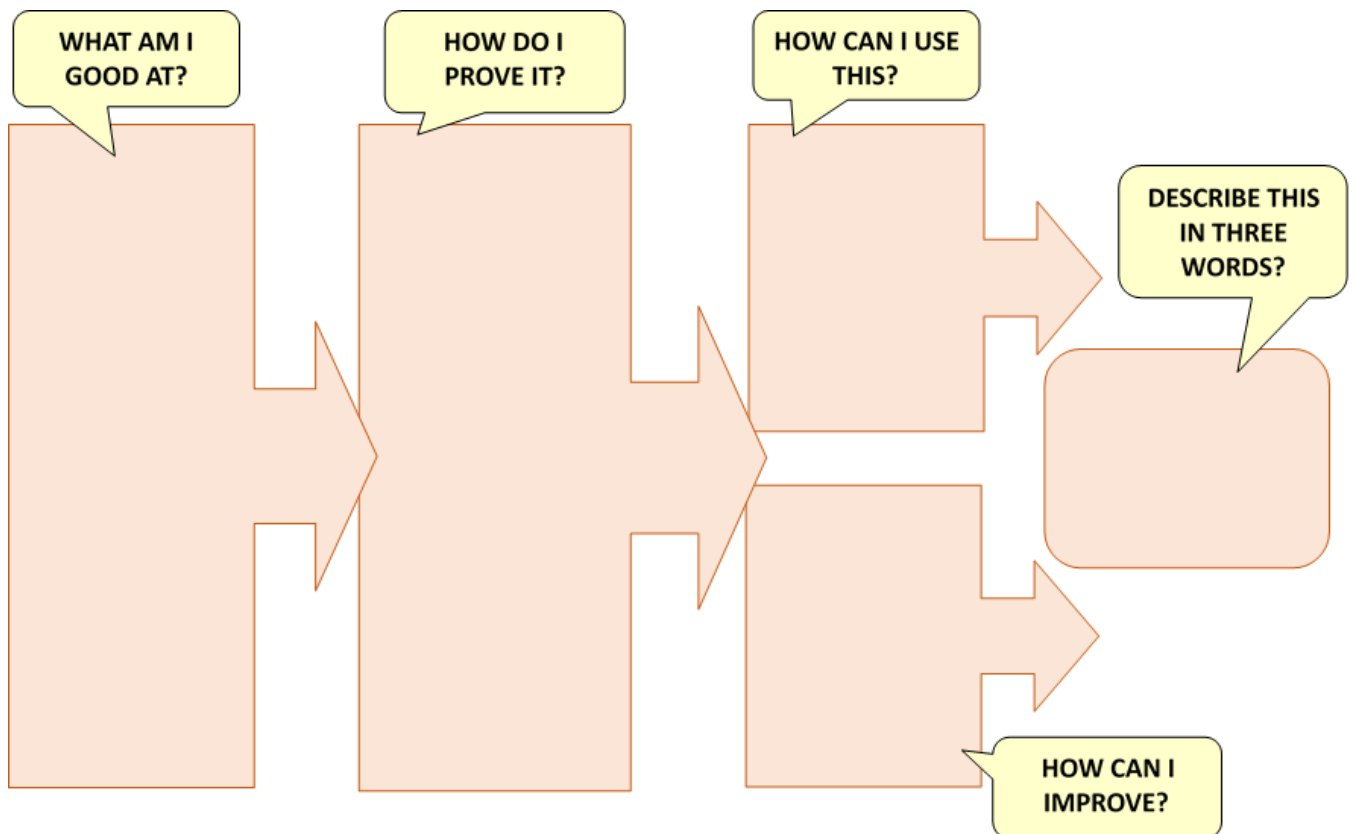


**A CV is essentially a marketing leaflet or a flyer about YOU. Its purpose is to generate interest to the point that a recruiter decides that they want to meet you at interview.**

Recruiters are interested in your skills, talents and qualities. Your skills might have come from previous roles, unpaid work experience, voluntary work, training or your personal life.

Knowing what your skills are and how to evidence them is an essential part of developing your employability.

The flow chart below is a helpful way to explore and document your skills;



For example;

- You might feel that you are good at talking to people
- Proof might be putting together and delivering a PowerPoint presentation as part of course work. You might also be in a part-time job, serving customers in a café
- You will use this skill in roles involving teams or jobs with a customer focus; being able to understand and adapt your tone, vocabulary and delivery so that it is appropriate and relevant.
- You might want to improve your ability to listen actively and “read between the lines”
- To summarise, we are referring to “strong communication skills”