Employability/Life Skills

Skills		Tasks	Your Ideas
Communication	☐	Get The Grades	
Numeracy/Literacy	☐		
Teamwork	☐	Work Experience	Babysitting for two children aged 3 & 5
		Volunteering	
Enterprise/Initiative	☐	School Project	
Problem Solving	☐		
Independent Thinking	☐	Additional Qualifications	
Work Under Pressure	☐		
Hardworking	☐		
Personal Awareness	☐		
Attitude	☑		

The Personal Statement Tool
Writing your personal statement on a CV, job application or college/university application can be tricky to know where to start. Here is a simple tool to help you get your unique selling points on paper;

Step 1 - Skills
This tick box list shows the most common employability skills that employers/interviewers look for (according to our many years of experience). Tick each box next to the skill you know you possess or would like to possess.

Step 2 - Tasks
Join a line from the skills tick box to the task that has given you this skill. For example, a school student may have ticked "Attitude" and joined this to "Work Experience" because they have a part time job or maybe they babysit. Perhaps you haven't achieved that skill yet but could achieve it by completing work experience for example.

Step 3 - Your Ideas
In this box you write in how you have or how you are going to achieve this skill. Following on from the previous example, the student ticked "Attitude" and joined this to "Work Experience" and then wrote next to it "Babysitting". Now this builds the picture for the unique selling point.

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Employability/Life Skills

Skills			Tasks	Your Ideas
Communication	☐		Get The Grades	
Numeracy/Literacy	☐			
Teamwork	☐		Work Experience	
Reliable	☐			
Confidence	☐		Volunteering	
Maturity	☐			
Enterprise/Initiative	☐		School Projects/Groups	
Problem Solving	☐			
Independent Thinking	☐		Additional Qualifications	
Work Under Pressure	☐			
Hardworking	☐		Hobbies / Extra Curricular	
Personal Awareness	☐			
Attitude	☐		www.mad4life.co.uk @futuretoolbox	MAD4Life