

Building a skills portfolio

How would employers see you?



Write down at least 5 skills you use in and out of school/college.



What are the particular situations that you use these skills?



What particular skills are required for any jobs or areas of work that you are currently interested in?

How could you develop your skills?

Not quite sure about your skills?

The Careerpilot website (www.careerpilot.org.uk) has a really useful 'Skill Builder' tool which will guide you through identifying and describing your key skills and qualities. This will be helpful for writing your personal statement or job/apprenticeship applications in the future.

Use the **STAR** format to effectively describe your skills.



S...situation (general situation – what, where, when, who)

T...task (specific situation – what, where, when, who)

A...action (your specific role, skills/qualities you used)

R...result (the [positive] outcome of your involvement)

Answer one of the following questions using the STAR technique.

1. Tell me about a time when you **worked well in a team**.
2. Describe when you had to **communicate** something effectively to others.
3. Tell me about a time when you had to use your **problem solving** skills.

Your own STAR example: _____ (*write chosen skill here*)

Situation:

Task:

Action:

Result:
