

Introduction

Your route into a job or higher education will involve either a CV or application and an interview. By doing the exercises below, you'll be able to tackle both these elements and feel more confident when applying for your dream job or opportunity.

Worksheet one

Watch [this animation](#) about core transferable skills and why they're important, then answer the questions in the table below:

Where have you already used these Core transferable skills?	
What activities could you do to build on these skills?	
Link these skills to your next career/future goals. What skills do you need to develop to reach them?	
How could you demonstrate these skills on a CV or application to reach these goals?	

Worksheet two

As the world of work changes, employers are looking for a CV that demonstrates your transferable skills, like communication and digital skills. This can really help make a great first impression to employers. You will need to already have created a CV to complete this worksheet.

Once you have a CV to work with, it's also important to think about how your skills can be demonstrated differently depending on the job you may be applying for. These activities will help you do that, as well as write a brilliant cover letter to help your CV stand out even more when applying for jobs.

Adapting a CV for different audiences

Read through and choose one of the following job adverts, or you can use an advert for a real job you are already interested in.

Office manager needed for busy doctor's surgery

Our busy surgery needs a new office manager to deal with patient queries and appointments, and other administration tasks contributing to the organisation and running of the surgery.

A good telephone manner, patient and respectful personality and the ability to stay positive under pressure are vital.

IT skills are preferable but not essential as training can be provided for the right person, but thorough attention to detail is a must.

Web designer

You have a great eye for design, good knowledge of coding for the web, and you're up-to-date on all things digital.

Adaptable, observant and ready to roll up your sleeves, you can manage your own projects and build stunning websites on time and to meet our clients' needs.

We're a tight knit team and seek a bright personality with initiative, attention to detail and a solution focussed approach to problem solving.

The successful candidate will also need up-to-date experience of HTML/CSS, Javascript and Adobe Creative Suite.

Trainee teaching assistant required

We are looking to recruit a trainee teaching assistant to provide learning support for students aged 11–14.

The successful candidate will be able to demonstrate a strong ability to understand the needs of others and show patience, adaptability and enthusiasm.

They will need to have good numeracy, organisation and communication skills and work well within a team, as well as being responsible and able to manage their own time and priorities.

Farm manager

The farm manager will be responsible for selling of the farms products, as well as coordinating the daily activity of the farm. You will be highly organised and a proactive person with an interest in business and animals. It's a broad role that's all about communication, organisation and building relationships as well as suggesting solutions.

We're looking for people with patience, numeracy skills and relevant qualifications and/or demonstrable experience working on farms.

Worksheet two cont.

What important skills are mentioned in the job advert?

Why is it useful to look at the key skills that job adverts include?

Which of the key skills mentioned in the job advert could be added into your CV, and what example can you give to demonstrate this? (These could be related to school, or activities such as clubs, social action or volunteering and other interests.)

How could elements of a CV be used for other types of application – for example, a personal statement for UCAS, a traineeship or apprenticeship application etc.

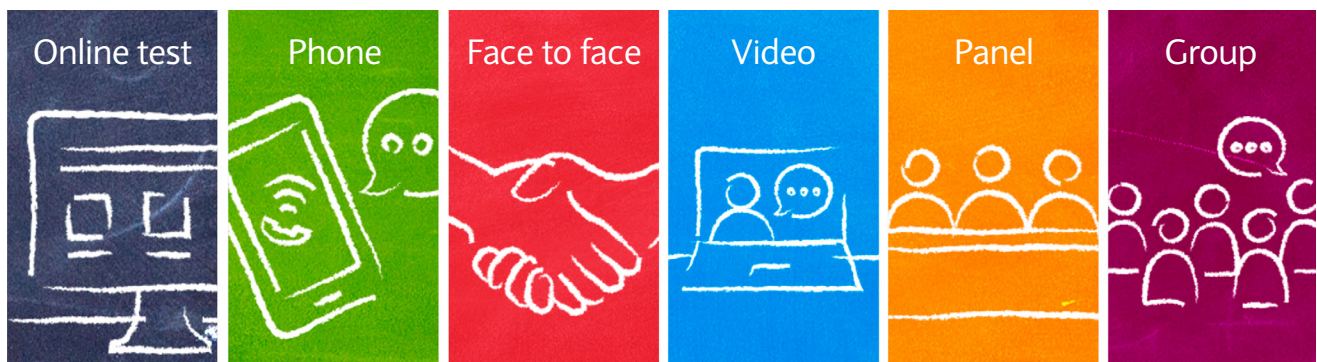
Worksheet three

Interviews are a two-way process where the employer and the applicant or candidate, the person applying for the job, can assess their match for one another. Employers can get to know the applicant’s personality, qualities and skills, while the applicant can find out more about the role and meet the person or people they may be working for.

Interviews can take place in a range of ways to suit different situations, such as by telephone or video, and might include questions as well as tasks. Do you know why some employers use certain formats and what they are looking out for? You can type your answers into the boxes.

What are the different types of interviews?

Take a look at the different types of interviews below.



Why might each of these formats be used? Which skills does each type of interview allow an employer to assess?

Type of interview	Why might this format be used?	Which skills can be assessed?
Online test	To test a specific ability or judgement	Digital, online communication and problem solving skills
Phone		
Face to face		
Video		
Panel		
Group		

Click here to load our interactive tool and find out more about the different types of interview and assessments barclayslifeskills.com/interviewtypes and fill in any gaps in your answers above.

Worksheet three cont.

Now, bearing in mind your chosen career/future goal, answer the questions below:

Which kind of interview are you most likely to be invited to based on your career/future goal?

How can you prepare for an interview? Imagine that they have one lined up if you don't already.

How would you adapt what you would say in an interview if your career options change? Work out below what type of interview you might have and how you'd prepare if you decided to go with your plan b career/future goal.

Worksheet three cont.

Interviews can be stressful and nerve-wracking, which can make it difficult to answer questions clearly and precisely. The **STAR model** is a useful way to approach interview questions because it can help you provide the detail that an employer might be looking for in a structured way.



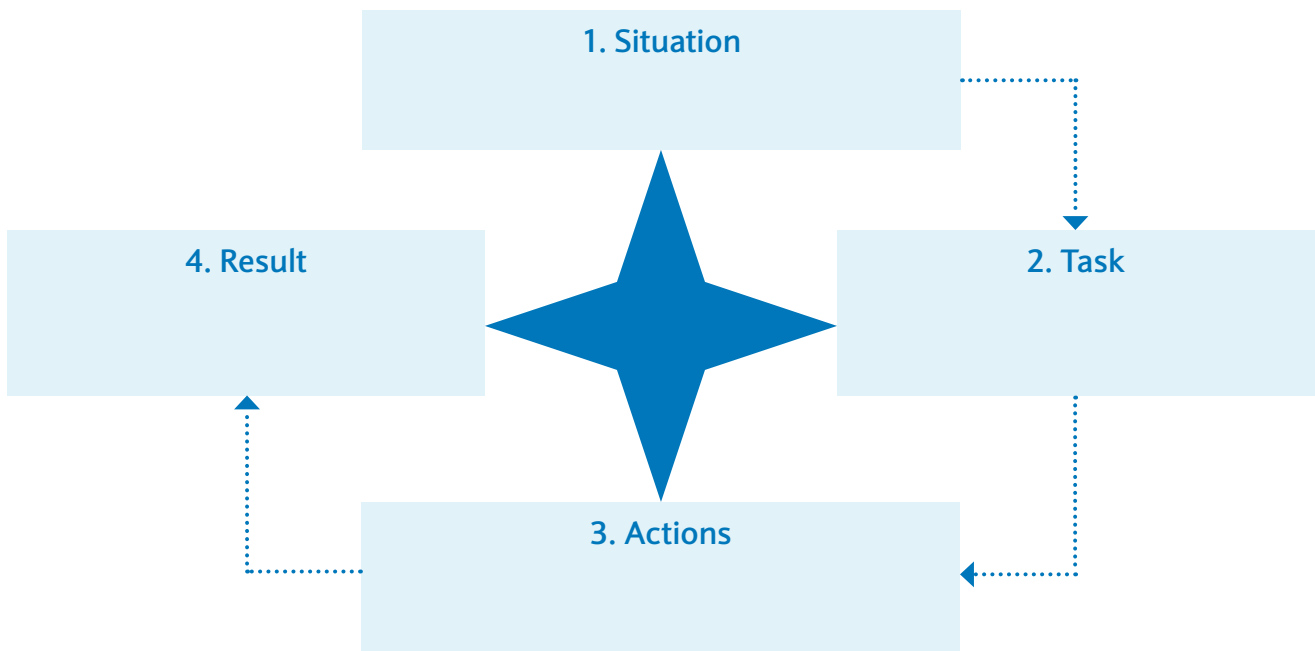
Below is an example of how the STAR model can be applied to the common interview question “**Tell me about a time when you worked well in a team**”. The person being interviewed has used their own personal experience of working in a group on a school project.



Worksheet three cont.

Using your own personal experiences, fill out the blank STAR model below to answer the question **‘Tell me about a time you had to overcome a challenge and how you achieved this’**. You could use one of the following examples:

- Taking part in sport or after-school club
- Creating an online video for a project
- Starting a band or joining a choir

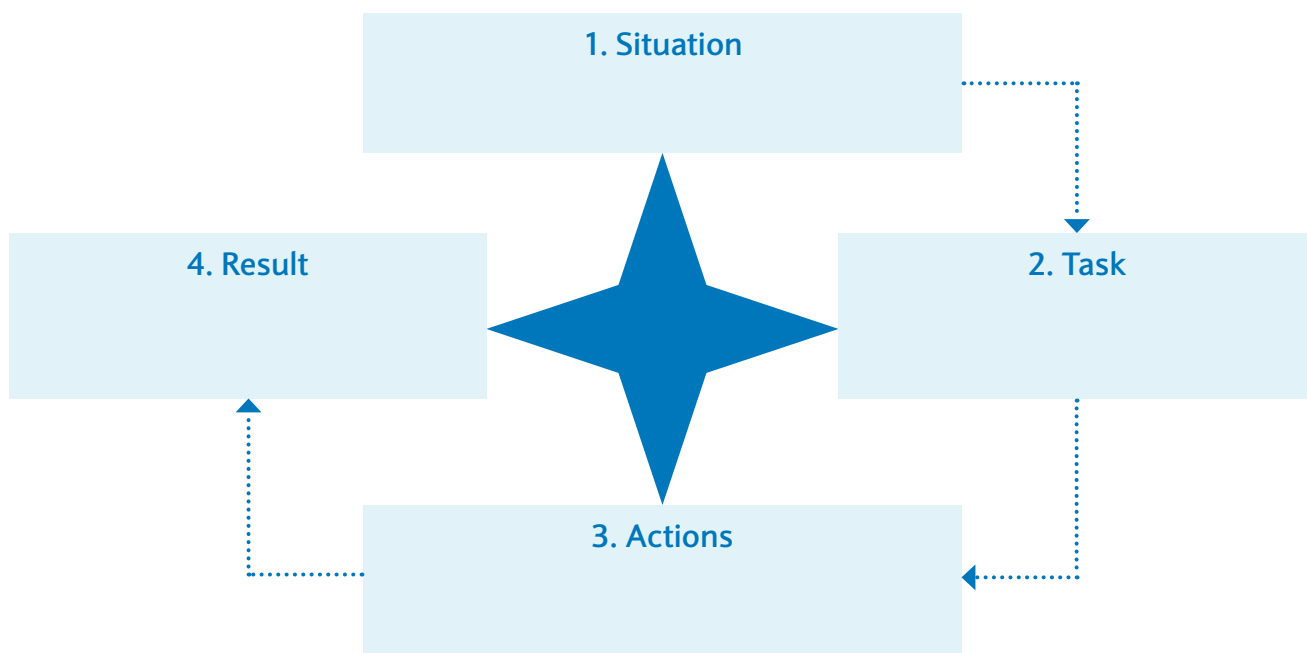


Now answer some of the other common interview questions below, using the STAR model. Remember to use your past experiences as examples in your answers. You could use these questions and your answers to practise an interview scenario with someone in your family, or with a friend via the telephone or online.

- Can you describe an activity or project where you had to take responsibility?
- What are you most proud of that you have worked on in school/college/in a part-time or volunteering role?
- Can you tell us about one of your biggest achievements?
- Describe a time when you've had to deal with a difficult situation
- Tell me about a time when you tried something in a different way to get the result you wanted

Worksheet three cont.

Question:



Question:

