Enroute Coaching
Finding purpose in a changing world

Writing Skills and Competency Statements

Including a 'Relevant Skills' section in your CV will make it easier for the Recruiter to determine your 'fit' for the job. Preparing a competency statement for each of your skills will also help you at the interview stage, as examples will come to mind more easily. Circle the skills you most identify with and from these choose two to work on to produce a competency statement overleaf. When adapting your CV for a specific application highlight the key skills or competencies used in the job description and use those in your 'Relevant Skills' section. Overleaf you will find two examples of completed skills sections on a CV.

NB: This isn't an exhaustive list

Communication (Verbal)	Team Skills	Problem Solving	Organisation	Customer Service
Communication (Written)	Training	Initiative	Learning new skills	Achievements
Leadership	Project Management	Research	Computer Skills	Meeting Targets
Integrity/Values	Advocacy	Numerical skills	Ability to handle pressure	Technical
Quality Assurance	Report Writing	Flexibility	Marketing	Sales
Logistics	Transport	Administration	Delivery	Data Analysis
Conflict Resolution	Security	Health and Safety	Data Protection	Safeguarding
Reliability	Coaching	Supervision	Counselling	Meeting Targets
Risk Assessment	Strategic Planning	Creative Thinking	Delegation	Motivation
Time Management	Taking Responsibility	Presentations	Social Media	Innovation

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See below for real examples:

1. Using a bullet point approach

Skills (https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs/skills-based-cv-example 19.9.20

Working in a team

- Staff member at Starbucks fulfilling orders and providing excellent customer service
- Project assistant for Dig NW collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly
- Committee member of university Archaeology Society, devising and facilitating annual programme of events and talks
- Editing and publishing newsletter for South West Branch of Council for British Archaeology

Organisation

- Successfully combining study, part-time work, volunteering and extra-curricular activities
- Coordinating well-received archaeological events for Dig NW and the university Archaeological Society. Summer Dig participants commented, 'What a well-organised day. It rekindled my interest in archaeology'. 'It was so exciting finding real pieces of ancient pottery'. 'Mia showed me how to interpret and care for the pottery we found'

Written communication

- Writing articles for non-archaeologists for local Archaeology Branch newsletter
- Report writing as project assistant to Dig NW Summer Digs
- For my university course, producing essays, reports, seminar papers to strict guidelines

Verbal communication

- Dealing with customers at Starbucks, including complaints referred by junior staff, as well as communicating with staff and managers
- On my university course, creating and giving presentations to large and small groups, some on my own and others with fellow students
- As project assistant to Dig NW, briefing participants on Summer Dig event, including health and safety inductions
- As chair of the university Archaeological Society, introducing speakers, leading panel discussions and chairing question sessions

Leadership

- Shift leader at Starbucks, responsible for rotas, customer experience and training new staff
- Chair of university Archaeology Society, leading committee meetings and taking a strategic lead
- Responsible for groups of adults and children

IT skills

- Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint
- Knowledge of bespoke packages, GIS and statistical analysis and modelling tools

2. For a more narrative style:

RELEVANT SKILLS (Taken from a client's CV with kind permission)

- **Communication:** My communication skills are one of my strongest assets. I am positive, calm, and hard-working, and invest a great deal of time in my working relationships, to the benefit of the projects I manage. I am winsome and persuasive, and I am not afraid to use those qualities when negotiating challenges that surface with high profile authors or partners.
- **Technical ability:** I use a wide range of technical systems to manage my work, and I am quick to pick up new skills. My background in digital publishing means that I am often the first port of call in my team for technical issues, and any developments on our (*Name removed*) platform. I pro-actively suggest improvements to (*Name removed*) as well as thinking creatively about how to get the best out of our existing technology.
- **Flexibility:** I am highly flexible and work across a range of subject disciplines and project types. I am able to steer effectively the 'big picture' of a project, whilst keeping a close eye on details vital to the quality of the publishing. I am always keen to learn new skills and improve my working practice.
- **Project management:** I am an exceptional project manager and I take pride in my projects achieving their aims. I am pro-active in identifying potential risks and finding solutions.
- **Organisation:** I am extremely organised and always look for ways to make projects more efficient. I enjoy being part of a Senior Development Editor 'working group' which focuses on process improvement for the whole department.

You may not need to include all of your skills on every application, just those relevant to the job but it is useful to have a list ready to choose from – it will save you time during the application process (copy and paste). Now have a go at writing your own – experiment with both styles to see which you prefer.

Skill	Evidence	Competency Statement
1.	• • • •	
2.	• • • •	

Skill and Competency Statement Template

Skill	Evidence	Competency Statement

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