

Competence

When you are going to present yourself to a potential employer, it is important to be aware how you want to describe your competence. This form may help you to reflect upon what skills you have acquired from your studies, work experiences, as well as arenas such as leisure activities, organizational work, voluntary work, military service and care.

From your studies

You can get tips on how to describe what competence you have acquired from the written *learning outcome* of your study programme. You have an expertise in your field, together with transferrable skills like analytical or dissemination skills. You can also have experience with the ability to cooperate or work independently with projects or your thesis.

1. Skills I have achieved through my studies: expertise in my field

2. Transferrable skills I have learned through my studies

3. What is the most important I have learned during my studies

From other experiences

What kind of tasks have you performed in your work experience, voluntary work, or leisure activities? What skills have you accomplished, and how will you describe them. Think about which of your personal skills can be relevant when you are applying for a particular job. For example, it can be motivational, interpersonal, initiative skills or you are innovative, perform well under time pressure, good at time management or prioritizing.

4. Task I have performed at :

Previous jobs: _____

School/studies: _____

Leisure activities/ other: _____

5. Skills I have achieved through work/voluntary work/ other experiences

6. My strengths- what I master well

7. Something I have achieved that I am very proud of

What I want

8. Skills I want to develop or improve

9. Skills I would like to use in my next job

Think about the competence you want to give more attention to or emphasize when you are applying for a job. What examples from you experiences can relate to the skills you describe?

10. My key competence

11. One sentence that describes my competence

