



My competencies and skills

When you are going to present yourself to a potential employer, it is important to be aware how you want to describe your competencies and skills. 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 and care. Try to describe your skills in a way that makes sense to the potential employer. Emphasise the skills relevant to the job for which you are applying.

From your studies

1. Transferrable skills I have achieved through my studies

Tip: Transferrable academic skills you possess that are useful to employers across various jobs and industries

	Not at all	To a small extent	To some extent	To a great extent	To a very great extent
Akademic writing					
Analytical thinking					
Oral communication					
Collaboration skills					
Work well independently					
Gathering information					
Work well under pressure					
Task coordination					
Results oriented					
Leadership skills					
Awareness of possibilities					
Team building skills					
Time management					
Prioritisation skills					
Networking					

2. Discipline-specific knowledge I have acquired

Tips: Describe discipline-specific knowledge you have acquired from subjects, or your work with projects or thesis. Check out the learning outcome on your study programmes website to get you started.

3. Skills from extracurricular activities and responsibilities

Tips: Write down responsibilities you had if you signed up for the student parliament, student councils or other student organisations, or if you have had an unpaid collaboration with a business, helped fellow students or any other volunteer work. Alternatively, if you have experience in leading a project or organising events. Describe relevant skills for jobs that interests you.

4. The most important things I think I have learned during my studies

Tip: How is this relevant to the job for which you are applying?

Work and other experiences

5. Work tasks and responsibilities of previous jobs

Tip: Describe your responsibilities in a way that makes sense to the potential employer

6. Skills from leisure activities

Tip: Have you been an instructor, a coach or an athlete, had experience from care work or other activities that have given you skills valuable in the working life? Examples may be skills in teamwork, organisation or problem solving.

7. Personal competencies

Tips: Employers are looking for more than a specific education or work experience. They want a personality that is a good fit for a particular team or that specific position in the company. How will you describe your personality? Are you for example an independent thinker or a team player? What role do you take in a team? Do you have attention to details or a greater ability to see the big picture? Do you motivate others? You can also describe what motivates you. Try to find specific examples of situations where your personality has been of significance.

8. My strengths - what I master well

Tip: How can you relate your strengths to the job description? Remember to back up your strengths with relevant examples.

9. Something I have achieved that I am proud of

Tip: What is the reason you are proud of this, and what contributed to a successful result?

10. My key competencies

What you want

11. Skills I want to use in my working life and skills I want to learn

Tip: Consider what work tasks you would prefer in your working life, and what skills you want to develop

12. How would I describe myself to a potential employer?

*Tip: Provide a few sentences you think best describe you as a good match for the particular position of interest.
What you give more attention or want to emphasise may vary depending on the position for which you are applying.*