Essay on transferable skills

Critically reflect on

How they match with the skills and abilities which employers seek

What steps you should do in order to develop those skills

In terms of the abilities and skills that are valued by employers I believe two areas of my existing skills stand out: my communication and literacy skills and my positive attitude. My communication skills are especially strong, partly because I speak more than one language fluently – my native Polish and the English I have learnt in order to gain a good degree from an English university. But these skills also have breadth: I have successfully trained other staff, but I am equally adept at discussions involving colleagues and at presentations in both the working world and the academic world. My positive attitude shines through in my varied work experience in a wide variety of contexts and in pursuing a degree course in a foreign country. In all my work, my talents for organizing and for innovation are clear. A third area of my skills is quite well-developed too: my ability to work effectively as part of a team, both at university and in the world of work

The CBI's Education and Skills 2009 Survey found that 72% of employers thought that a positive attitude was one of the most important factors when recruiting graduates. However, since only 30% of employers were ' very satisfied' with their recruits' literacy skills, my skills and aptitudes in more than one language gives me a clear advantage over many graduates. My numeracy skills are certainly adequate and my self-management skills, especially as one living in a foreign country, are highly developed already.

I think the evidence for my problem solving could be improved on, especially

as this is seen as a key ingredient for success by employers. The same might be said of my business and customer awareness which looks rather insubstantial to a prospective employer, especially as 35% of employers were dissatisfied with this area of ability in the graduates they recruited. I think I could develop my IT skills further by refining my use of internet searches, and through the use and creation of spreadsheets.