



Australian Government



# Identify the skills you need for the job you want

Everyone builds a mix of skills, abilities and aptitudes through work and other activities. You can build these through activities like hobbies, sport, volunteering, study or by overcoming personal challenges.

Many of these skills and abilities are highly valued by employers.

Understanding how to talk to employers about these 'transferable' skills and abilities will help you compete for entry-level jobs.

## Three steps to working out what you can offer an employer

### Step 1: Find some suitable vacancies online

Visit an online jobs board. Search for a job ad that interests you and print it off.

### Step 2: Figure out what the employer wants

Circle the employer's 'key words'.

Hint: 'Key words' are the words and phrases that describe the personal traits and skills the employer is looking for.

To find these words, read through the job ad and find:

- the tasks you'd need to do in this job
- how you'd need to work with people (both co-workers and customers) and
- the type of work environment you'd be in.

#### Tips:

For further information on a specific job role, use the Job Outlook website ([joboutlook.gov.au](http://joboutlook.gov.au)) to look up the job title and find a list of tasks involved in the job.

To find out more about the employer, search online for information to help you understand who they are and what they do. Visit their website or social media channels.

### Step 3: Figure out what you have to offer

Complete this workbook to come up with examples that show the employer you can meet their needs.



## Explain to employers that you can do the tasks they need you to do

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**Use the job ad and information you have about job role to write down the tasks the employer expects the person working in this position to do.** Hint: use the employers 'key words' to help with this.

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### **Think back to your own experiences:**

**Think of times when you followed instructions or rules exactly as you were told to.**

Write down some examples that you could talk about with an employer:

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**Think of times when you completed projects to a high standard and met deadlines.**

Write down some examples that you could talk about with an employer:

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**Think of times when you gathered and reviewed information and used it to make decisions.**

Write down some examples that you could talk about with an employer:

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**What other tasks would you need to perform?**

Write down some examples that you could talk about with an employer:

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**Explain to employers that you can work well with your co-workers and provide good service to customers**

**Using the job ad, and your research, write down how the employer wants their staff to work with co-workers and customers.**

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**Think of times when you provided a service to others.**

Write down some examples that you could talk about with an employer:

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**Think of times when you helped someone.** Explain how you made this a positive experience for them or how you made a difference.

Write down some examples that you could talk about with an employer:

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**Think about the job, the business and what is written in the job ad.** How does the employer want you to work with co-workers and customers? Will you need to use:

Your teamwork skills to help your 'team' perform really well at something?

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Your communication skills to help you influence others and achieve something you are responsible for?

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## Explain to employers that you can stay safe and be productive in the workplace

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### **What will the working environment be like for this job?**

Working environments include being inside an office, workshop or warehouse, working outdoors or a mix. Some workplaces are noisy, while others are quieter.

Think of times when you worked safely and productively in a work environment similar to what you think this job will have.

Write down some examples that you could talk about with an employer:

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**Think of times you followed instructions and got feedback from a team leader, teacher, supervisor, manager or coach.** Explain how you changed your behaviour or performance in response to that feedback.

Write down some examples that you could talk about with an employer:

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**Think of times you showed the physical and mental abilities needed for this job.**

Write down some examples that you could talk about with an employer:

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**Think of times you worked in a place with the same pace of activity as the employer will expect you to work at.** For example, will the workplace be always busy or sometimes slow and sometimes busy?

Write down some examples that you could talk about with an employer:

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**Think of times you worked in an place with a similar number of people as in this role.** For example, working by yourself or with lots of customers or working in a small team.

Write down some examples that you could talk about with an employer:

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**Think of times you have worked independently, as part of team or both.**

Some employers have very clear instructions and strict supervision of team members. Others are less structured and need staff to work independently and manage themselves.

Write down some examples that you could talk about with an employer:

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