# Job applications Common skills template

Use this as a template when writing about your relevant experience.

Please do not copy it word for word. Use it as a guide for common skills that employers look for, such as communication and teamwork skills. What evidence can you give to show that you have these skills?

Each job application is different. Refer to the Person Specification in the job description. What skills, experience and knowledge do you need to show that you have?

## Communication skills

I have strong communication skills, which I have demonstrated in my volunteering activities. As a LEAP Parent Champion, I share information with other parents about what’s on for local families. When I meet other parents in activities in the park, or my local community centre, I often approach people and chat to them. I use active listening skills to find out about their interests and needs. I enjoy talking to people and I like meeting new people – I’m not shy, but I also understand how to be a good supportive listener.

After volunteering as a Parent Champion for a few months I did extra training and volunteered as a Parent Champion Befriender. I was matched with a new mum who didn’t know any other families in this area and didn’t have the confidence to attend groups for mums and babies. After getting to know her, I encouraged her to try going to a group. She was nervous but I went with her the first two times and now she goes regularly. She trusted me because I am a good listener and encouraged her to feel more confident as a parent. Communication skills were very important in our developing relationship. It helped to make her feel relaxed and able to talk to me and then to start meeting other people.

## Organisation skills

I have learnt to be highly organised in managing my family life and my other commitments. I am also active in my community and support several organisations.

A few months ago, I was involved in helping to plan an international day at my son’s school. I volunteered to help plan this day because I like to get involved in supporting the school. Also, some of the parents had suggested putting on an international day to celebrate the different countries and cultures of families who attend the school.

I attended planning meetings and volunteered to organise the food for the event. I planned all aspects: co-ordinating food contributions from other parents; organising the room; printing information cards; and ensuring that all Health & Safety issues were addressed, including signage and allergy warnings. The event was such a success that I was publicly thanked and have been asked to be involved with next year’s event.

## ICT skills

I am confident that I have the IT skills that you are looking for in this office-based role. I learned how to use Word and Excel when I did my NVQ qualification at College and I can use it to a good level. My assignments required me to keep spreadsheets and a database of outstanding tasks. I also had to use Microsoft Word to write college assignments. I am familiar with Outlook and I can use it to send emails, and create folders and other housekeeping tasks.

Recently I have had to use video software such as Zoom in my volunteering role as a Parent Champion. I have attended meetings with others, and I have delivered a cooking demonstration to other families using Zoom. I feel at ease using video calls to connect with other people.

## Teamwork skills

I am an active member of my community. I currently volunteer for LEAP and for my son’s primary school, in the Parent-Teachers Association (PTA) group. I always give my time and effort to support the group I’m working with to achieve the best results.

As a member of the school P.T.A. it is important to have well-developed teamwork skills. We meet regularly to plan events to support fundraising for the school. I always put myself forward to volunteer for running activities at these fundraising days and share my ideas with the group. I have also supported other members of the group when it seemed necessary. Last term I happily helped other parents plan and set up a craft activity stall at the school fun day. I ensured that we shared both the workload and fun throughout the day. I got along well with the other parents organising the event, and I enjoyed taking part and being able to help in my community. The school often ask me to get involved with planning this kind of event and I am happy to do so.

## Achieving results

Last year my son’s school was trying to raise money to renovate the school’s library and buy new books. I felt like this was very important for the children and I spoke to other parents about it, and everybody wanted to support this to happen.

I suggested that we hold an international food evening to raise money for the library. The P.T.A. was happy to support my suggestion and the event was very successful. Other parents who liked cooking were invited to make dishes for the event, I made and distributed posters to promote it and the school sold tickets for the evening. I also managed to persuade some parents who play live music to perform at the evening. We held the event in the school hall and altogether we raised £1,800 towards the school library project as a result of this activity.