**Employability Helpsheet**

**Achievements**

* certificates/awards/trophies etc you have received either in school or during outside activities
* E.g. attendance certificates, merit awards, sports prizes, music grades, Duke of Edinburgh Award, swimming badges, guides or cadets
* **Anything at all!!!! Do not be shy or modest – be proud!**

**Positions of Responsibility**

* Give details of any positions of responsibility that you have held
* E.g. team captain, school council, babysitting / carer, jobs etc
* Say what you did and who you did it for

**Work Experience**

* Have you done any? Either virtual or in person?
* What jobs did you do there?
* What did they say about you?
* What did you enjoy about it?
* Didn’t do or finish work experience – leave this blank.

**Additional Information**

* Please give details of any hobbies, interests, personal skills and qualities, together with any other information you wish to add in support of your application
* Think about the skills audit you completed in your work experience diaries.
* Use the list of skills and qualities on the back of your sheet to help you…

**Powerful Vocabulary**

Trustworthy, Determined, Motivated, Resilient, Punctual, Organised, Confident, Cheerful, Decisive, Team Player, Problem solver, Responsible, Flexible, Cooperative, Mature

**Other Information**

Holly Lodge Girls’ College, 140 Mill Lane, Liverpool, L12 7LE

Headteacher: Mr A Keen

Referee: Ms Connor / Mrs Tedford

Your exam dates will all be Summer 2023

**Qualities and Skills**

**Team Work**

Contributing to discussions

Working in groups

Persuading others to consider my views

Accepting the views of others

Learning form others

**Customer Awareness**

Talking to people I do not know

Problem Solving

Analysing facts

Coming up with solutions to problems

Putting solutions into practice

**Self-Management**

Being punctual

Having good attendance

Meeting deadlines

Being responsible for myself and my belongings

Willing to improve my performance

Showing enthusiasm and doing things properly

**Communication and Literacy**

Asking questions

Listening carefully

Producing accurate written work

Speaking to groups

**Numeracy and IT**

Working with numbers in a practical setting

Analysing figures

Using Word

Using Excel

**Personal Presentation**

Being clean and neatly dressed

Being polite and show respect to others

**Integrity**

Being honest and trustworthy

Helping others and respecting difficulties