# Your Skills Audit

## Skills Audit 1 – focus on skills

A skills audit helps you consider your strengths and areas for development. Be as specific and truthful as possible when completing this as it can go on to form the basis of your CV and help you to better understand what skills you’d like to develop. The first line is a worked example.

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| **Skill** | **Confidence at using skill**  **(1-5 with 1 being not at all confident and 5 being very confident)** | **Specific evidence for skill can be more than one experience** |
| **Teamwork** | 4 | 1st year circuit board project (team of 5)  Sustainability competition (team of 7)  Organising theatre outing for hall wardens (with 3 others) |
| **Negotiation** |  |  |
| **Problem-solving** |  |  |
| **Commercial awareness** |  |  |
| **Planning and organising** |  |  |
| **Research Skills** |  |  |
| **Customer/Client service** |  |  |

**Additional skills to consider may include:** adaptability, analysis, decision making; leadership; project management; technical skills; creativity, innovation; empathy; resilience and ability to handle pressure. Find more skills in the [CV and resume](https://www.imperial.ac.uk/careers/applications-and-interviews/cv/) section and by looking at job roles you’d like as part of your career.

## Skills Audit 2 – focus on experiences

A skills audit helps you consider your strengths and areas for development. Be as specific and truthful as possible when completing this as it can go on to form the basis of your CV and help you to better understand what skills you’d like to develop. Once you’ve completed the audit, look at the range of skills you have identify any that are missing or that you’d like to improve on.

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| **Experience** | **Skills gained** | **Specific evidence for skill** |
| **Organising theatre trip for hall wardens** | Co-ordinating, negotiation, team working | Worked with a team of 2 other wardens to coordinate a trip for 32 wardens from 4 different Imperial halls of residence.  Negotiated a discounted price for the group over email with the ticket booth and simple payment collection method. |
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**Skills you could consider may include:** teamworking, research, coordinating, negotiation, communication, adaptability, analysis, decision making; leadership; project management; technical skills; creativity, innovation; empathy; resilience and ability to handle pressure. Find more examples of evidence and skills in the [CV and resume](https://www.imperial.ac.uk/careers/applications-and-interviews/cv/) section and by looking at job roles you’d like as part of your career.