**Skills Audit**

* Using the worksheet highlight the typical skills needed for the jobs you are applying for. You can add extra skills or attributes at the end.
* Now make a note of some examples you could use. (Remember they can come from your education, work or extracurricular activities) The links will show you some ideas on our website.
* Make a note of the situation or context: When / where / with who?
* Note the key actions that YOU took that made an impact

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| WORKING WITH OTHERS | Situation or context | Your actions. How did you do it?  |
| [Communication](http://www.careers.manchester.ac.uk/experience/skills/communication/) |  |  |
| [Team working](http://www.careers.manchester.ac.uk/experience/skills/teamwork) |  |  |
| [Leadership](http://www.careers.manchester.ac.uk/experience/skills/leadership/) |  |  |
| [Negotiation skills](http://www.careers.manchester.ac.uk/experience/skills/negotiation/) |  |  |
| [Networking](http://www.careers.manchester.ac.uk/experience/skills/networking/) |  |  |
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| SOLVING PROBLEMS | Situation or context  | Your actions. How did you do it? |
| [Innovation](http://www.careers.manchester.ac.uk/experience/skills/innovation/) |  |  |
| [Research](http://www.careers.manchester.ac.uk/experience/skills/research/) |  |  |
| [Analytical skills](http://www.careers.manchester.ac.uk/experience/skills/analyticalskills/) |  |  |
| [Problem solving](http://www.careers.manchester.ac.uk/experience/skills/problemsolving/) |  |  |
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| WORK READY SKILLS | Situation or context | Your actions. How did you do it? |
| [Commercial Awareness](http://www.careers.manchester.ac.uk/experience/skills/commercialawareness/) |  |  |
| [Adaptability](http://www.careers.manchester.ac.uk/experience/skills/adaptability/) |  |  |
| [Decision making](http://www.careers.manchester.ac.uk/experience/skills/decisionmaking/) |  |  |
| [Flexibility](http://www.careers.manchester.ac.uk/experience/skills/flexibility/) |  |  |
| [Numeracy skills](http://www.careers.manchester.ac.uk/experience/skills/numeracyskills/) |  |  |
| [IT Skills](http://www.careers.manchester.ac.uk/experience/skills/itskills/) |  |  |
| [Time Management](http://www.careers.manchester.ac.uk/experience/skills/timemanagement/) |  |  |
| [Organisation skills](http://www.careers.manchester.ac.uk/experience/skills/organisation/) |  |  |
| [Initiative](http://www.careers.manchester.ac.uk/experience/skills/initiative/) |  |  |
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