

Skills for jobseekers

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
Get information from job adverts	Scan to find relevant information		
	Understand acronyms and abbreviations		
	Calculate annual salary		
Write covering letter	Include relevant information		
	Use formal or informal language as appropriate		
	Distinguish between skills and qualities		