

# EMPLOYABILITY SKILLS.

Employability skills are vital to your career path. These skills can be demonstrated in many ways. Study the posters for ideas. Write or draw your own story to help you identify your employability skills.

## My interests

Write or draw your interests here.

## My story

Write or draw about an experience that links to your interests and values.

## My employability skills

Identify examples of employability skills shown in your story. Write or draw them below.



### Positive attitude

I am present, honest, respectful, friendly and hard-working. I look forward to things.



### Communication

I listen. I ask questions. I show respect when I communicate to all sorts of people.



### Teamwork

I work well with people to achieve a common goal. I contribute to the team.



### Self-management

I look after myself. I am responsible, on time and prepared for the tasks I have to do.



### Willingness to learn

I am open to learning new tasks, skills and information. I accept advice and learn from feedback.



### Thinking skills

I weigh up options and figure out ways of doing things. I will get help when I need it.



### Resilience

I meet challenges. I learn from my mistakes and find new ways of doing things.

These employability skills examples can be used when you are looking for work. Put them in your CV and cover letter, and talk about your skills in an interview.

Next steps in my career pathway:

- look up [careers.govt.nz](http://careers.govt.nz)
- try out some online tools
- talk with teachers, employers, whānau, 'āiga, family and friends.