

Academic and Employability skills

Assignment 1

Academic Report

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INTRODUCTION

The aim of this report is to reflect on my learning in this module to discuss about a few topics that I have learned.

First when I started online courses, I had no idea how elaborate could be. In the first weeks everything seemed to be easy as I knew of few

things about it because of my knowledge from college. One of the topics was regarding the reading part where we needed to analysis the subject and to discuss about it. In college I was familiar with the essays and the summarising, but on here it was more complex than what I did before. Working and communicating with different people in college has helped me to improve my communication skills. I am more confident because of the tasks that teachers have given me during my years in college preparing me for years ahead. Working on the projects has helped me improve my team working skills by sharing ideas, talking openly with others, explaining ideas and this will be useful for next year when communicating, representing ideas and presenting projects which are essential to know if you are working in a company that your job will be to bring new and efficient ideas. My previous years have also equipped me with critical thinking and analytical skills, problem solving and time management skills. What I learned in university was to focus on my skills that already have but to improve them and the studying is very important because some employers may be interested about your journey during the studies to see how much you did and the effort you have put in because you will compete with even classmates or better universities which it can be your chance to prove your worth and why you are perfect for that post. The academic and employability skills is very important because is not just helping your developing your skills but also to help discover yourself and your abilities and how good you are as showing to a future employer your best and most important qualities.

In nowadays even everything is in continue changing, maybe you will not have the same job for your entire life, but this course and learning of new skills will be very helpful because are transferable skills that may help you to change the job or to get a better position than the one that you have already and if you will do extra activities this may help you increase your communication skills and presenting as well to be the

best on what you are doing and to have a massive success as well with a hard work and ambition.

Time Management

In these days, employers are seeking for people that are well organised that can manage their time properly and to see if you are reliable this is because if they will give a topic to do, they need to see that you can accomplish all the targets by end of the deadline and do it properly as well. You need to be the type of person that is creative and keeping up to all of the deadlines as well as productive. One of the most important skills is to work well in a team, have good speaking skills to be able to express your concerns and ideas, to make good decisions even if you are under pressure which will allow you to be reliable and produce good results, to be the type of person that can adjust under any kind of issue and fix your goals to know what you want and accomplish them after setting it.

People that have the time management skills should have as well these skills to do a great job:

- Goal setting
- Multitasking
- Problem solving
- Prioritizing
- Communication skills

Even if you are assessing your responsibilities, priority is the key to have good time management. There are many ways to prioritize what you want to accomplish, you might settle on a plan to complete task by task starting with the most important that needed be done fast but also done at a good quality.

So are the communication skills that allow you to make your decisions very clear with people you are working and focus on completing the most important task that you need to end it quickly.

The mental organizations it is very important because is helping you staying focused and to be concentrate about the topics you need to accomplish in a short time. Being organised is not hard and every person has his own way to organise himself that can help better. You need to also have a good memory, depends even in what area you are working, especially the economics one because you need to pay attention very carefully to details.

CV Writing

Your CV or long for curriculum vitae, is a personal document used to show yourself and abilities to prospective employers. Will tell them about your skills, your professional history, abilities and achievements and should put you in evidence through it that you are the best candidate for such job. Usually, the CV is required with a cover letter which together will take the best parts of your qualities and why you are perfect for the certain job. Here are the most important sections that should be included in every CV:

- Name, professional title and contact details: It must be positioned at the top of the page where need to contain your name, tittle, and contact details such as your phone number, email and address which are essential.
- Personal profile: A personal profile is also known as personal statement but shorter because you need to highlight your best qualities, who are you, what can you offer to this business and your professional goals.
- Experience and employment history: Your employment

history is very important because this, give you the chance to put in evidence your previous jobs and work experience. This needs to be writing in a chronological order including the responsibilities, job title period of working, achievements and a detailed explanation that can prove that what you said is not a lie.

- Education and qualifications: These sections as well needs to be writing in chronological order with the name of the institutions, the dates followed by your qualification and what you achieved.
- Additional section: are the parts that may do your CV more convincing through highlighting your best skills and achievements
- Hobbies and interests: This section it can help you a bit describing yourself for the employers and see how well you can fit in for the certain job.

Cover letter

A cover letter is a document which come together with a CV that explain in details why you are suitable for this job, your best qualifications, what you want to achieve for the certain job and your goals. The cover letter is important because that is an effective way to stand out the crowd and the employer to get to know your personality and qualities better there because in a CV needs to be short and on point. As an example, for me I can say that I like socialising with new people and often going out with my friends in the park improving my communication skills and confidence by taking part of different events such as EXPO and other business campaigns. I also like photography, and this is helping me paying

attention to details. I practice communication and negotiation skills when I talk with my friends, visiting different markets, negotiating about the price. I also have organisational skills developed prioritising my schoolwork, attending on time and making sure I meet deadlines. That was a short form that how it will need to be in my opinion a cover letter. Is not always required to, have a cover letter when you send a CV, but if you do will seem more professional and well viewed by the employers and have an extra chance to get the job. For example, I can add as well aside from my desire to learn and grow, I would say my persistence and my ambition are good skills as well that will be valuable for the certain job. Here are the essential things that you should include in your cover letter:

- Your personal details as name, email, address, phone number
- The hiring person's name if you know it
- Why you are perfect for this job
- What can you do for the certain company

Most of the time the cover letter are good viewed and you have the chance to explain your skills and your qualities and through this you can catch up the attention and interest of the employers. Which can give you an extra hand in getting the job because you are offering the employer more details about your self.

Conclusion

As in conclusion, this report was to describe a little more about my understanding about these skills and how important are them nowadays for jobs. Academic and employability skills are one of the

most important specifics that prepare us very well before meeting with the employers. Employability skills are important because they have transferable skills which help you to go from a job to another which means that you will be able to take on more responsibility but also be open to new learning experiences that will help your career in the long run. The skills are well recorded in a CV which is highlighting your main qualities and achievements along with experiences you had before that helped you to have the current knowledge, this is important because the company hiring you will be see at what you are good at and they will also have an understanding of what type of person you are and what benefits you can offer them by hiring you. My aim is to work in economics area, as an accountant because as a business student in college, I am beginning to analyse the world around me, even though it can be difficult at times and even challenging i am always looking for solutions to better my understanding of how the business world works – thinking about management and the consequences of decisions, such as what the effect of new products are on the industry, which is important to keep up with the news.

References

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How to write a CV: Tips for 2020 (with examples) | CV-Library, viewed on 18 of December 2020

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