

Academic and Employability Skills

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Introduction

Time management skill is a fundamental skill as it increased productivity; more opportunities to do more things that are important as well as mitigate stress. This skill will also support me in achieving success rapidly and also growing my career too. Writing skills of CV are used for when an individual detail their training as well as skills, work experience, qualifications, work achievements and experience in the paper with the aim of getting an effective job. Cover letter writing skill is also vital for me as it gives information as well as data of additional backgrounds regarding the profile of the job. Inadequate knowledge of cover letter writing skills may affect badly on our reputation in front of an interviewer. The main concept of CV writing skills is fundamental because this is an ancient concept, which makes its the most important skill. This report will discuss some skills crucial for students. It will reflect the importance of the skills like time management skills, CV writing skills, cover letter wiring skills and also transferable skills.

Time management skill

Time management refers to organizing time intelligently so that individuals can use their time effectively (García Espinoza and Gómez Haro, 2016). Time management skill is a fundamental skill as it increased productivity; more opportunities to do more things that are important as well as mitigate stress (Haerazi and Irawan, 2019). I have observed that time management skills enable people to prioritize their work efficiently, be more organized as well as schedule tasks adequately (Kayode and Ayodele, 2015). In my opinion, this skill is beneficial for improving work performance because this skill is necessary for people who are looking for a great job. It will help me in concentrating on only the crucial tasks and also avoid time-consuming distractions (Cotronei-Baird, 2020). I have learned this skill because it has enabled me to organize my tasks and also plan time for specific activities within the day (Yaacob et al., 2021). By developing my time management skill, I can minimize my stress related to the completion of my work and I can complete my work on time and efficiently (Haerazi and Irawan, 2019).

This skill will also support me in achieving success rapidly and also growing my career too. Therefore, it is very important for me to develop these skills or else I will not be able to achieve success and complete my work on time (Christensen, Olesen and O'Neill, 2020). For the last few days, I am studying the benefits of time management skills. Moreover, this skill is crucial and

beneficial for me as if it will increase my productivity, proficiency and opportunities in life (Hall, 2020). During my school days, my teacher has given me a presentation task and for this presentation task and it took more than 1 day for completing the presentation (Kayode and Ayodele, 2015). This is because of a lack of time management skills that leads to inefficiency and ineffectiveness. I kept that thing in my mind and decided to learn this skill to improve my work efficiency and complete my task too (Cotronei-Baird, 2020). This skill will also help me in completing every activity as well as a task on time. It also supports me in boosting my self-confidence and inspiration (García Espinoza and Gómez Haro, 2016).

CV writing skill

Writing skills of CV are used when an individual detail its training as well as skills, work experience, qualifications, work achievements and experience in the paper with the aim of getting an effective job (Cotronei-Baird, 2020). The main concept of CV writing skills is fundamental because this is an ancient concept, which makes it its most important skill. I have learnt this skill so that I can add all the significant information as well as data like knowledge, interest, achievements, qualification as well as additional skills (Christensen, Olesen and O'Neill, 2020). One of the most important uses of CV writing skill is creating an effective CV grounded on the job profile, which people usually makes to apply for a job. CV writing skill contains skills like adaptive skill and job-related skills (Sharifi et al., 2019). Through developing CV writing skills, I may make my own resume more attractive through keeping all significant points in mind (García Espinoza and Gómez Haro, 2016). During my college days, I was given a task to write a CV and this is the first time I was writing a CV and do not even have skills in CV writing (Haerazi and Irawan, 2019).

Due to this, I faced various issues in completing the task of CV writing. I have shown all of my experience and knowledge of mine yet my CV was ineffective (Akdemir and Eyerci, 2016). Though, I thought to develop this skill so that I can make an effective CV. this skill helped me in evaluating my information, skills, additional skills as well as achievements (Hall, 2020). I realised that I ought to concentrate on my weak areas and where I am lacking. Through the CV writing skill, I learnt that CV writing skill is very important since these days having an effective CV is crucial for any interviews (Chase et al., 2020). I am working to gain more knowledge about CV

writing skill because this will help in searching the adequate format and also skill like skills, experience, personal information, hobbies and achievements and also interest (Cotronei-Baird, 2020). Through learning CV writing skills, I will be capable of focusing more on my strength and weaknesses and also this will enable me to make required changes (Kayode and Ayodele, 2015).

Cover letter writing skill

This skill is also vital for me as it gives information as well as data of additional backgrounds regarding the profile of the job. Inadequate knowledge of cover letter writing skills may affect badly on our reputation in front of an interviewer (Baniaghil, Eksir and Behnampour, 2020). It left a bad impression on the mindset of the employer. I have realised that cover letter writing skill helps me in getting more knowledge and gaining more information (Hall, 2020). This skill is quite different from CV writing skill and also contains the sign-off key concepts, subject line, greeting and also content. This comprises of general information regarding the individual (Maryati, 2019). In this skill, the main thing is to write about the job an individual is going to apply for, the introduction of the individual as well as write about the skills and knowledge, which may match the need of the job profile (Yaacob et al., 2021). When I was in college, I have to write a cover letter and I do not know how to make a cover letter (Akdemir and Eyerci, 2016). It is very difficult for me to find an adequate format of writing a cover letter (Sharifi et al., 2019). I even had no idea what to write in the cover letter and comprise within the cover letter within that procedure of writing a cover letter (Christensen, Olesen and O'Neill, 2020).

In my first cover letter, I made multiple mistakes but I learnt from my mistakes too. Besides this, it made me stressed and anxious as I do not know how to write a cover letter (Chase et al., 2020). Now I have learnt cover letter skills through which I understand that including the information and details related to the profile of the job for what we are applying in the cover letter is crucial (Maryati, 2019). I also studied that while making a cover letter, it is important to write the cover letter within a clean and clear format so that it may grab the attention of the interviewers and may have a great impression on the interviewer (Baniaghil, Eksir and Behnampour, 2020). I will endeavour to add all details and information regarding my knowledge as well as skill regarding the job position.

Transferable skills

This is a very important skill that represents the potential of the work with numerous people (Cotronei-Baird, 2020). This skill excels in almost within every area like professional, social as well as school. Through learning this skill, this skill has enabled me to highlight my abilities to be a great asset of the firm. This is a great quality by that may be transformed into diverse job roles (Akdemir and Eyerci, 2016). The best transferable skill that employers look into is an employee before hiring. An employee with these skills can work efficiently in a team (Maryati, 2019). The transferrable skill helps workers in developing adaptability, teamwork leadership skills, communication skill as well as technology literacy and etc (Sharifi et al., 2019). when I was in college, my teacher has given me a task in which I have to make a presentation and also submit this presentation on time along with students of other colleges (Chase et al., 2020). In that task, I was the team leader and was accountable for managing every team member efficiently. I have to manage people with who has diverse work style (Yaacob et al., 2021). Because of my leadership skills, knowledge of technology and teamwork skills, I was unable to manage my team (Hall, 2020). I have experienced problems in managing the entire team member because I do not know those people. Another reason behind my failure is that I do not have adaptability skills, leadership and also a technical skill (Baniaghil, Eksir and Behnampour, 2020). Then, I understood that I need to develop transferrable skills, leadership skills and effective communication skills. Moreover, to manage the team members and efficiently complete the teamwork, I have to learn skills like communication skills, adaptability skills and also teamwork (Haerazi and Irawan, 2019).

Conclusion

This report has discussed multiple skills that must be developed by a student. This skill is beneficial for improving work performance because this skill is necessary for people who are looking for a great job. It will help me in concentrating on only the crucial tasks and also avoid time-consuming distractions. During my school days, my teacher has given me a presentation task and for this presentation task and it took more than 1 day for completing the presentation. This is because of a lack of time management skills that leads to inefficiency and ineffectiveness. One of the most important uses of CV writing skill is creating an effective CV grounded on the job profile, which people usually makes to apply for a job. CV writing skill is very important since these days having an effective CV is crucial for any interviews. I am working to gain more knowledge about CV

writing skill because this will help in searching the adequate format and also skill like skills, experience, personal information, hobbies, and achievements and also interest. This comprises of general information regarding the individual. In this skill, the main thing is to write about the job an individual is going to apply for, the introduction of the individual as well as while making a cover letter, it is important to write the cover letter within a clean and clear format so that it may grab the attention of the interviewers and may have a great impression on the interviewer. The best transferable skill that employers look into is an employee before hiring. An employee with these skills can work efficiently in a team. The transferrable skill helps workers in developing adaptability, teamwork leadership skills, communication skill as well as technology literacy and etc.

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