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**Module: Employability and Career
Development**

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Assignment Title: Portfolio of written tasks

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Task A: Comparing Two Job Adverts and Identifying Key Skills

Job Advert 1:

https://uk.indeed.com/viewjob?jk=e8ac99cd13ed3a00&from=shareddesktop_copy

Job Advert 2:

https://uk.indeed.com/viewjob?jk=090ec8d0cd839f94&from=shareddesktop_copy

For this task, two job advertisements were analysed to identify the key skills and knowledge required by employers. The selected roles are an Administration Assistant at Electromech RS Ltd and a Sales Advisor at Platinum Partnerships Ltd. Although these jobs are in different industries, they require many of the same transferable skills that are valuable across a wide range of careers.

The Administration Assistant role focuses on providing administrative support to executive staff and ensuring that company records are organised and maintained accurately. The advert highlights the importance of organisational skills, communication skills, attention to detail, and the ability to work effectively in a fast-paced environment. The successful candidate is also expected to have knowledge of administrative procedures, record management, office software, and MRP systems. In addition, previous administrative experience and the ability to communicate professionally with customers and colleagues are considered essential (Electromech RS Ltd, no date).

In comparison, the Sales Advisor position focuses on customer engagement and business development. The advert requires candidates to communicate confidently with customers, generate new business opportunities, deliver product presentations, negotiate sales, and maintain accurate customer records using CRM software. Although previous sales experience is not required, the company values enthusiasm, motivation, professionalism, and a willingness to learn through training and development (Platinum Partnerships Ltd, no date).

Despite the differences in responsibilities, both job adverts highlight several common skills and knowledge areas. Communication is one of the most important skills because both roles involve interacting professionally with customers, colleagues, and other stakeholders. Organisational skills are also essential for managing paperwork, customer information, appointments, and daily tasks efficiently. In addition, both employers value digital literacy, as employees are expected to use computer systems to maintain accurate records. Professionalism, reliability, teamwork, and the ability to work independently are also emphasised in both advertisements, demonstrating that employers value transferable employability skills alongside technical knowledge.

One key skill that I could use in my future employment is communication. Effective communication is essential for building positive relationships, sharing information accurately, and providing excellent customer service. In an administrative role, I would use communication skills when answering telephone calls, responding to emails, and supporting colleagues with administrative tasks. In a sales role, strong communication would enable me to understand customers' needs, explain products clearly, and build trust that encourages repeat business. Developing this skill will increase my confidence, improve my workplace performance, and help me contribute positively to organisational success.

Overall, both job advertisements demonstrate that employers are looking for candidates who possess strong communication, organisation, professionalism, and digital skills. These transferable skills are essential for achieving success in a variety of careers and will support my future employability.

Task B: Self-Assessment and Evidence of Readiness for Employability

Self-assessment is an important process that helps people identify their strengths, recognise areas for improvement, and prepare for future employment. Conducting a SWOT analysis enables me to reflect on my current abilities and identify opportunities to continue developing my employability skills.

SWOT Analysis

Strengths	Weaknesses
Excellent time management and punctuality.	I sometimes take on too much work and find it difficult to say no.
Strong teamwork and collaboration skills.	I lack confidence when speaking in front of large groups.
Several years of administrative experience.	I can become overwhelmed when balancing multiple responsibilities.
Opportunities	Threats
Studying for a Business Management degree.	Balancing university studies with part-time employment.
Developing new business knowledge and workplace skills.	Competition within the graduate job market.
Gaining further experience through my current administrative role.	Increasing workplace expectations and changing technology.

One of my greatest strengths is my time management and punctuality. Throughout my employment, I have consistently met deadlines, attended work reliably, and organised my workload effectively. These skills are particularly important in administration because tasks often involve managing documents, responding to

enquiries, and supporting colleagues within strict deadlines. Good time management has also helped me balance my personal responsibilities with my academic studies.

Another key strength is my ability to work well as part of a team. Throughout my working career, I have collaborated with colleagues to complete administrative tasks, solve problems, and ensure work is completed efficiently. At university, I have also participated in group assignments where communication, cooperation, and sharing ideas were essential to achieving successful outcomes. Working effectively with others is an important employability skill that will benefit me throughout my future career.

Although I have several strengths, I also recognise areas where I need further development. One of my weaknesses is that I sometimes take on too much work because I find it difficult to say no when others ask for help. While this demonstrates commitment and a willingness to support others, it can sometimes increase my workload unnecessarily and create additional pressure. To improve this, I plan to develop better prioritisation skills and become more confident in setting realistic boundaries while still remaining supportive and professional.

Another area I would like to improve is my confidence when speaking in front of large audiences. I am comfortable communicating with colleagues and customers on a daily basis, but I become nervous during presentations or when addressing larger groups. As I continue my university studies, I will have more opportunities to deliver presentations, which will help me gradually build confidence and improve my public speaking skills.

There are several opportunities that will help me continue developing my employability. I am currently studying for a Business Management degree, which is allowing me to develop knowledge in areas such as business planning, marketing, finance, leadership, and management. These modules are improving both my academic knowledge and my practical workplace skills. In addition, I currently work part-time in an administrative role for a security company, where I continue to develop my organisational, communication, and IT skills while gaining valuable industry experience.

However, there are also challenges that I must manage. The biggest challenge is balancing my university studies with my part-time employment and family responsibilities. Effective planning and organisation are essential to ensure that I meet assignment deadlines while continuing to perform well at work. In addition, the graduate job market is becoming increasingly competitive, meaning I will need to continue developing my skills and experience to remain a strong candidate for future employment.

I believe I have strong evidence that demonstrates my readiness for employment and future career progression. I began working in administration in 2016, where I gained valuable experience in office administration, customer service, record

management, and communication. Through hard work and commitment, I progressed to the role of Office Manager, taking on greater responsibility and developing leadership and organisational skills.

In 2020, I took a career break following the birth of my daughter to focus on my family. After this break, I returned to work on a part-time basis as an Administrative Assistant within a security company. Returning to employment has allowed me to rebuild my professional experience while balancing work and family commitments.

Alongside my employment, I am studying Business Management at university. Throughout the course, I have completed a range of business-related assignments that have strengthened my research, analytical thinking, report writing, and problem-solving skills. I have also developed my teamwork skills through group projects and improved my understanding of how businesses operate in different industries. These experiences have increased my confidence and prepared me for future career opportunities.

Overall, my combination of work experience, university education, and transferable skills demonstrates that I am well prepared for future employment. While I recognise areas that require further development, particularly public speaking and learning to manage my workload more effectively, I am committed to continuous learning and professional development. I believe my experience, strong work ethic, and willingness to improve will help me achieve my long-term career goals.

Task 3: Employment Goals and Personal Development Plan

Based on my SWOT analysis, I have identified two key areas for development: improving my confidence when speaking in front of large groups and learning to manage my workload more effectively by setting realistic boundaries. Addressing these weaknesses will help me become a more confident and effective professional.

My short-term employment goal is to successfully complete my Business Management degree while continuing to develop my administrative skills in my current part-time role. During this time, I also want to improve my presentation and public speaking skills by actively participating in university presentations and contributing more during group discussions. This goal is important because confidence in communication is a key skill that employers look for and will help me perform effectively in future management or administrative positions.

My long-term employment goal is to secure a full-time management or senior administrative role where I can use my organisational, leadership, and business knowledge to support the success of an organisation. As I gain experience and confidence, I hope to progress into a leadership position where I can manage teams and contribute to business decision-making. These goals align with my career

aspirations because I enjoy working in administration and would like to continue developing professionally while taking on greater responsibility.

To achieve these goals, I have created a personal development plan. Over the next six months, I will volunteer to present during university group work and seek feedback from tutors and classmates to improve my confidence. I will also complete online courses on communication and public speaking to strengthen these skills. To improve my workload management, I will begin using a weekly planner to prioritise tasks and practise politely declining additional responsibilities when my workload is already full. My progress will be measured by increased confidence during presentations, positive feedback from tutors and colleagues, successfully meeting assignment and work deadlines, and feeling more in control of my workload. By following this plan, I will continue developing the skills needed to achieve my long-term career ambitions.

References

Electromech RS Ltd (no date) *Administration Assistant*. Indeed. Available at: <https://uk.indeed.com/viewjob?jk=e8ac99cd13ed3a00> (Accessed: 1 July 2026).

Platinum Partnerships Ltd (no date) *Sales Advisor*. Indeed. Available at: <https://uk.indeed.com/viewjob?jk=090ec8d0cd839f94> (Accessed: 1 July 2026).