

Ms. Beyhan SARAR

Student ID: 1920366

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ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001_LON)

Lecturer: Mr. Toyin ADISA

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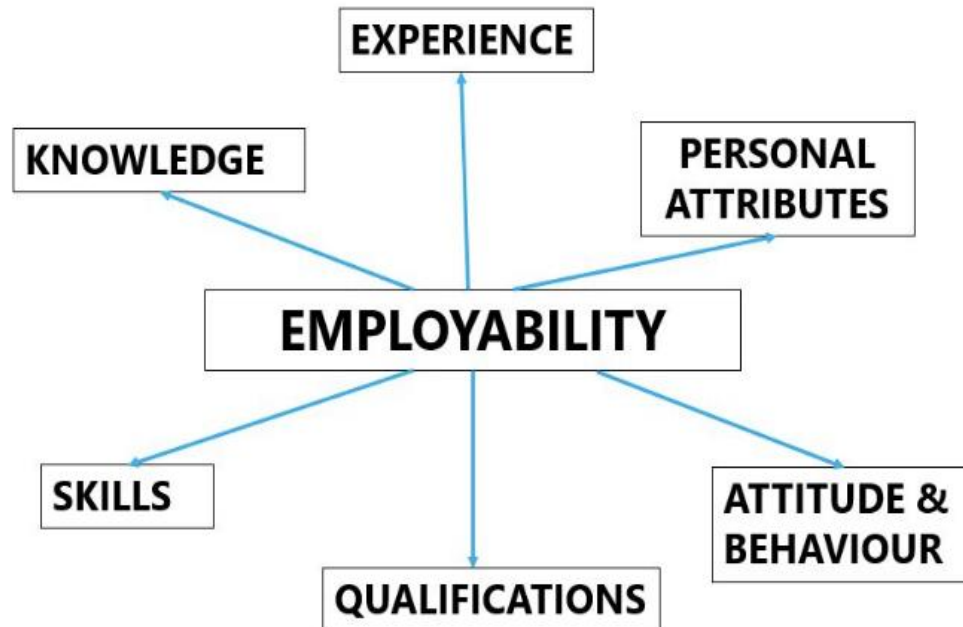
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1.0 EMPLOYABILITY



The UK Commission for Employment and Skills (UKCES) gives the simplest and most accessible definition of employability in terms of skills: ‘the skills almost everyone needs to do almost any job’. This is a great definition as far as it goes, although employability is not just about skills, it’s also about capabilities or competencies: aptitude, attitude and behavior.

Employability is not the same as subject knowledge, qualifications or specialist experience. A brilliant first degree, a Ph.D., and a list of published papers on your CV may not be enough to secure a position. You have to be aware of what employers are looking for in any employee. And you have to demonstrate that you are employable as a person, a team member and as a contributing member of the employer organization.

Stage 1. Application and CV

This is your first chance to show your written communication and presentation skills.

Make sure that your application looks good – clear, concise and with no spelling mistakes. Always get it in before the closing date in a format to suit the employer. Read the articles about application and CVs on jobs.ac.uk for more information.

[“Employability: What Are Employers Looking For?”, (2020) (UK), [jobs.ac.uk](https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/) website, Available at: <https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/>. Accessed: 29 Nov 2020]

2.0 WRITING A COVER LETTER

Definition of Cover Letter

A cover letter, covering letter, motivation letter, motivational letter or a letter of motivation is a letter of introduction attached to or accompanying another document such as a résumé or a curriculum vitae. [Cover letter - Wikipedia](#)

Example Cover Letter

Beyhan Sarar
Flat 25, Ariane House, London
Phone: 07462 535599
Email: beyhan_sarar@hotmail.com

Date: 06/12/2020

Deloitte Recruiting Department
2 New Street Square
London
United Kingdom, EC4A 3BZ

Dear Recruitment Team:

Having attained a level of progressive accounting work to-date as detailed on my attached CV, I seek a new full-time employment in your professional organization that engages in a framework of employee development career opportunities, to mutually benefit from my expertise, ethics and quality of work.

I would very much like for you to consider me as a candidate in your employee search programmes.

Looking forward to receiving your reply, I remain

Yours faithfully,

Beyhan Sarar

3.0 CV WRITING

Definition of CV

A curriculum vitae In Latin for "course of life", often shortened as CV or vita (genitive case, vitae), is a written overview of someone's life's work (academic formation, publications, qualifications, etc.). Vitae can be plural or possessive (genitive case in Latin). Vitae often aim to be a complete record of someone's career, and can be extensive, but they can be (depending on country) used in the same way as a résumé, which is typically a brief 1–2 page summary of qualifications and work experience for the purposes of employment, and often only presents recent highlights. In many countries, a résumé is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview. Vitae may also be requested for applicants to postsecondary programs, scholarships, grants and bursaries. In the 2010s it became popular for applicants to provide an electronic text of their CV to employers using email, an online employment website or using a job-oriented social-networking-service website, such as LinkedIn.

https://en.wikipedia.org/wiki/Curriculum_vitae

Example CV

Beyhan Sarar
MAAT Certified Accountant
British Citizen and London Resident
Mobile: +44 (0) 7462 53 55 99
E-mail: beyhan_sarar@hotmail.com

OBJECTIVE

Provide significant talents to a progressive company as an accountant. Utilize personal skills and expertise in accounting by joining an innovative employer with firm opportunities to practice principles of accounting in a truly professional environment.

PROFESSIONAL SKILLS

- Year-end Accounts Preparation
- Financial Reports Preparation
- Bookkeeping
- Bank Reconciliations
- Weekly & Monthly Payroll
- Vat Returns
- Pensions Scheme
- Year End Accounts
- Journal Entries
- Management Account Preparation

COMPUTER SKILLS

- Sage Line50
- Sage Account Production
- QuickBooks
- VT Transaction
- Basic PAYE Tools
- Money Soft - Payroll
- Sage Line50 – Payroll
- MS Office programs, Word-Excel
- Power Point
- Completed Mavis Beacon Typing Courses and Advanced Level Typist

PERSONAL SKILLS

- Fluent in Turkish (Native)
- Fluent in English
- Deadline led
- Time management
- Attention to details
- Good communicator
- Problem solving
- Team player
- Honest
- Eager to progress
- Critical thinking skills

ACADEMIC QUALIFICATIONS

- **University of Wales Trinity Saint David – LONDON (2020-2021)**
Certificate in Higher Education
- **Antalya Trade High School – ANTALYA / TURKEY (2000-2003)**

PROFESSIONAL CERTIFICATES, MEMBERSHIPS AND COURSES

- **AAT (Association of Accounting Technicians) - London, UK (2017 - Present)**
- **Winchester School of English (2003 - 2004)**
- **Intesol Worldwide ltd - Tesol Certificate (2011 - 2012) (Certificate of Teaching English)**

Jul 2018 – Present Hurkan Sayman & Co Chartered Certified Accountants - London, UK

Position Held: MAAT – Certified Accountant

- Aug 2013 – Jun 2018 Miles Waterman Accountants - Bexleyheath, UK**

May 2010 - Sep 2012 Sarar Certified Public Accountants – Antalya, TURKEY

Oct 2008 - Apr 2010 J.A. Garrison Certified Public Accountants – Forth Worth-TX US

Sep 2004 - Sep 2008 Sky Airlines - Antalya, TURKEY

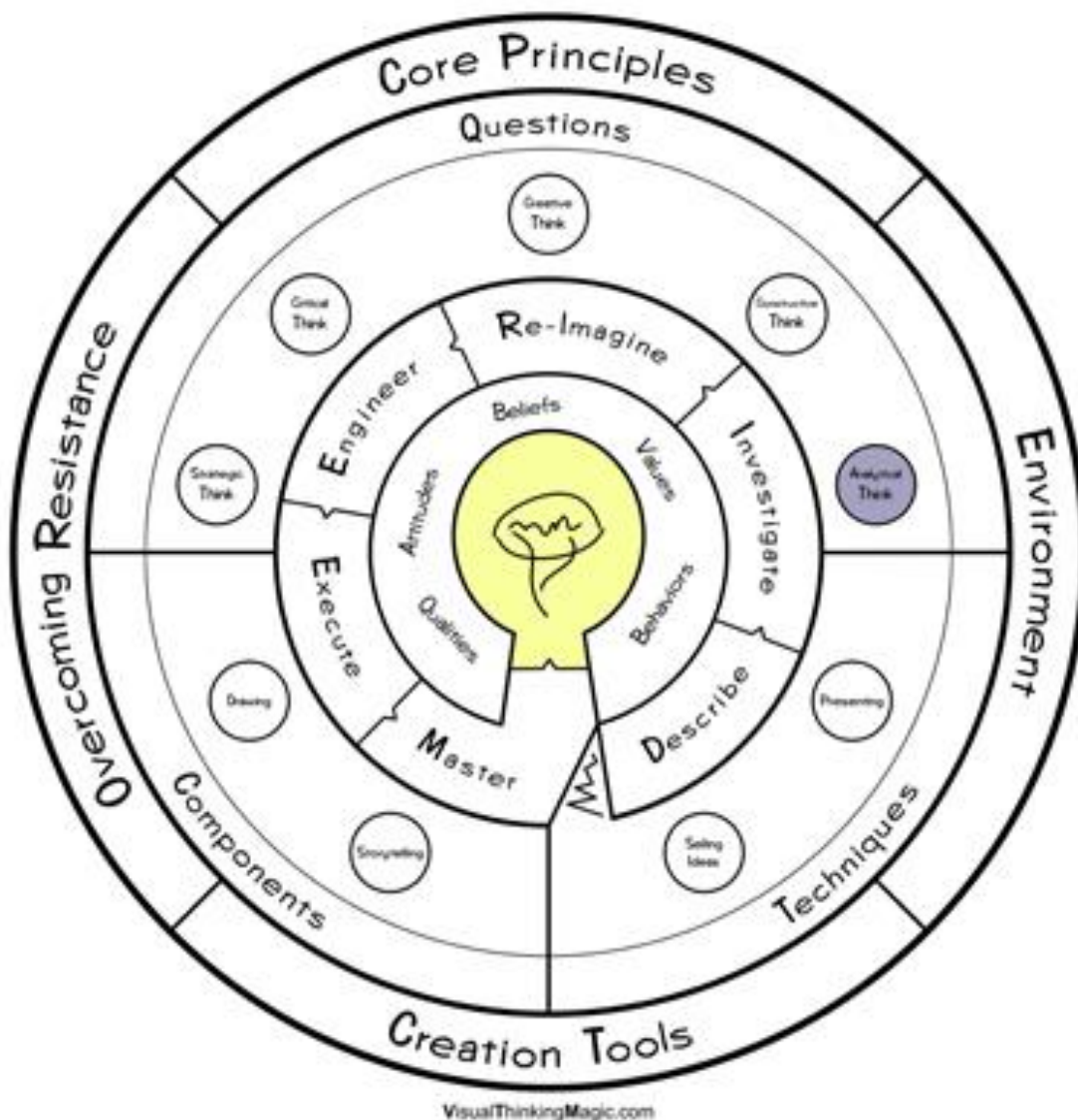
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4.0 ANALYTICAL AND CRITICAL THINKING

Analytical Thinking

Analytical thinking is a critical component of visual thinking that gives one the ability to solve problems quickly and effectively. It involves a methodical step-by-step approach to thinking that allows you to break down complex problems into single and manageable components.

Analytical thinking involves the process of gathering relevant information and identifying key issues related to this information. This type of thinking also requires you to compare sets of data from different sources; identify possible cause and effect patterns and draw appropriate conclusions from these datasets in order to arrive at appropriate solutions.



Analytical thinking can be broken down into three main steps:

1. Gather Information

Gathering information requires that you ask appropriate questions of yourself and of others in order to gain the necessary insights that will enable you to make more effective decisions about the problems you are facing. However, you also need to consider the relevance of your sources and the means by which you will gather this information.

1. Identify Issues and Problems

When it comes to analytical thinking, it's important to develop your ability to recognize underlying issues or problems based on trends, associations and cause-effect relationships between datasets.

2. Organize Information

Once all relevant information has been collected successfully, you must now organize and integrate all the pieces in a way that will provide you with insights and ideas that can be used to draw appropriate conclusions. This in turn will lay down the foundations for potential solutions to the problem or problems you are facing.

3. Analytical Thinking and Visual Thinking

Analytical thinking is very much integrated into the visual thinking framework, and especially into The Path. It's a part of the problem-solving process you will utilize as you work visually towards acquiring the necessary insights that will help you achieve your goals and objectives.

[IQ Doodle School, Website, (2020), Available at:<https://school.iqdoodle.com/framework/competencies/analytical-think/#:~:text=Analytical%20thinking%20is%20a%20critical,into%20single%20and%20manageable%20components>. Accessed: 29 Nov 2020]

Critical Thinking

Critical thinking is a rich concept that has been developing throughout the past 2,500 years. The term "critical thinking" has its roots in the mid-late 20th century. Below, we offer overlapping definitions which together form a substantive and trans-disciplinary conception of critical thinking.

Critical Thinking as Defined by the National Council for Excellence in Critical Thinking, 1987

A statement by Michael Scriven & Richard Paul, presented at the 8th Annual International Conference on Critical Thinking and Education Reform, Summer 1987.

Critical thinking is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action. In its exemplary form, it is based on universal intellectual values that transcend subject matter divisions: clarity, accuracy, precision, consistency, relevance, sound evidence, good reasons, depth, breadth, and fairness.

[The Foundation For Critical Thinking, (2020) (Tomaes, CA US) "Defining Critical Thinking", Available at:

<https://www.criticalthinking.org/pages/defining-critical-thinking/766#:~:text=Critical%20thinking%20is%20the%20intellectually,guide%20to%20belief%20and%20action>. Accessed: 29 November 2020]

5.0 SUMMARISATION

SUMMARISATION

Employability skills, in order to be applied in the workforce, must be presented in a way that is recognized and valued either by a potential employer or by a client or customer in matters of sales and private entrepreneurship. Through the concepts researched and detailed throughout this report; those being the use of "Analytical Thinking. Information Gathering. Organizing Information." and "Critical Thinking", I will use each and every one of these very important concepts, not the least of which is the proper presentation of an Application, Cover Letter and my CV, both of which I have also prepared in partial completion of The Certificate in Higher Education at University of Wales Trinity Saint David, London and appear as a portion of another but related assignment.

6.0 CONCLUSION

I have drawn upon the resources I have learned in class at University of Wales Trinity Saint David, London, as well as the elements discussed immediately above to make my CV look good, clear, concise and with no spelling mistakes. Of course, when submitting application, I will be respectful of the potential employer enough to address my cover letter in accordance with the application instructions, if any, and to a particular person or particular department as the case may be.

In reflecting on the other topics of Analytical Thinking, I have learned in class that I must “gather information” that is directly applicable to expanding in the mind of the potential employer how my background is in addition to my skills, necessary for getting the goals accomplished that need to be achieved. I have also learned that once the information necessary to present myself in the best possible light in terms of “employability” in the mind of the employer that the information must be organized in such a way that it flows logically toward presenting value in me as a potential employee. In utilizing the aspects of “critical thinking” which I’ve learnt in this course, I have been able to think critically of my problems presented by my background in ways that my presentation of self to the potential employer causes the employer to see my value as a problem solver within the organization, providing leadership and working within groups to accomplish the required goals.

These concepts addressed above, before attending University of Wales Trinity Saint David, London I did not know, in ways of the important areas of information gathering and utilizing analysis and critical thinking order to solve the problems faced when presenting myself in a professional way to instill value in me for the purposes of employability to the various potential employers to whom I will submit my CV and accompanying Cover Letter. For these reasons, what I have learnt at the university is very valuable in presenting value, compared to that which I did not know.

7.0 REFERENCES

- “Employability: What Are Employers Looking For?”, (2020) (UK), jobs.ac.uk website, Available at: <https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/>. Accessed: 29 Nov 2020
- IQ Doodle School, Website, (2020) , Available at: <https://school.iqdoodle.com/framework/competencies/analytical-think/#:~:text=Analytical%20thinking%20is%20a%20critical,into%20single%20and%20manageable%20components>. Accessed: 29 Nov 2020]
- The Foundation For Critical Thinking, (2020) (Tomaes, CA US) “Defining Critical Thinking”, Available at: <https://www.criticalthinking.org/pages/defining-critical-thinking/766#:~:text=Critical%20thinking%20is%20the%20intellectually,guide%20to%20belief%20and%20action> . Accessed: 29 November 2020
- https://en.wikipedia.org/wiki/Cover_letter
- https://en.wikipedia.org/wiki/Curriculum_vitae