

Academic and Employability Skills

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Introduction

As a short definition I can say that employability skills are a set of skills which makes a person attractive in matter of skills. They are a set of transferable skills acquired in the previous jobs or during certain situations in life. To move on, Academic Skills are the skills acquired from studies. For example, a management graduate will have leadership, management, communication or presentation skills while a doctor will have the ability to work and study for long hours, good practical skills and so on. Both Academic and Employability skills will have a big impact while developing a career so this is why they need to be developed always during lifetime. Soft skills, hard skills, foundational skills are the key skills that makes you the best candidate or not but they can be acquired during time from many experiences or studies. These skills can be transferred from one job to another in order to improve the quality of the work and also to stand out among other possible employees or coworkers. The Academic skills are teachable while Employability Skills are harder to teach because sometimes, we just born with certain skills or we start developing them since kindergarten. The Academic Skills are meant to bring value for Employability Skills and this is why Universities are asking for a deeper development of certain lessons. After getting the skills, fresh graduates will be able to prepare themselves with a cover letter, a good resume with examples to sustain and prove that they really have them and be able to sustain an interview. (Indeed, 2020).

CV Writing

The CV Writing Process is a skill which is important for anyone who is searching for a job because first of all, everything depends on how good the CV is. Not just how many studies or work experience is written in it but also how it is written and how the strong points are highlighted. Every element in the CV has it's own importance, starting from the language used, the template, the format and the details.

The CV Writing skills include:

- Research
- Breaking up the content
- Adding a central spot for the beginning
- Adding Core Skills Section
- Use of professional e-mail address
- Showing the impact
- Structure the CV
- Giving valuable details about the previous jobs
- Avoiding cliches
- Tailor the CV for the wanted job
- Simple font is better
- Do not use images
- Shorten the jobs that are not relevant
- Keeping a good length
- Professional language
- Using bullet points
- Explain the gaps
- Give examples about the strong skills to justify them
- Save it in Word
- Proofreading the CV
- Being truthful

Research while writing a CV for the roles you really want in order to see what the employer is looking for. The research needs to be done through relevant and similar job adverts. This is how you will know what to highlight in your CV and make use of. This is one of the most important aspects to get the employers attention.

Breaking up the content means to divide the text of the CV in order to highlight every strong skill without giving the employer irrelevant details. The text must be divided into sections with relevant details. It is important that the important skills to be highlighted so the HR specialist can spot them easily.

Adding a central spot for the beginning in order to catch the attention of the employer so he or she would be interested in reading the rest of your CV. The section must have the most relevant skills that match the job you applied for and needs to be short and sharp.

Adding Core Skills Section for the employer is important in order for him to see what exactly you have to offer further in your CV.

Use of professional e-mail address to highlight the fact that you will be a professional employee but also for the credibility of your CV. A childish e-mail address will not have a positive impact for the employer.

Showing the impact you had in your previous experience in order to highlight the fact that you are able to do something for the company you work for as you did before.

Structure the CV in a simple way and add only relevant details in order to be easy to read and catchy. Long CV's are boring to read.

Giving valuable details about the previous jobs in order to show the employer that you can do relevant things for the company so he should give you a chance to have an interview.

Avoiding cliches because they are not credible without facts. Anytime you write a skill give an example in order to highlight that skill.

Tailor the CV for the wanted job and highlight the skills required in the job description to make the employer be interested about your CV.

Simple font is better in order to show professionalism and keep the CV as simple as possible so all the details can be seen easily.

Do not use images in the CV to keep it professional. Not even an employer will care about how you are looking but what improvements will you bring in the company.

Shorten the jobs that are not relevant in order to highlight just the relevant things for the job you apply.

Keeping a good length for about 2 pages not to make the employer be bored while reading it and to lose interest.

Professional language is a must in a CV to show professionalism and respect for the reader. The employer will assume that the language used in your CV will reflect the way you will communicate in the workplace.

Using bullet points is important to highlight the main skills and relevant points in the CV and it makes it easier to be read.

Explain the gaps if you have and tell the employer what you did in this time and how did you use the free time to improve your skills or to get new ones.

Give examples about the strong skills to justify them and be credible in your CV. You need to prove how you used your skills in several situations.

Save it in Word and made it easy to process it of all the software.

Proofreading the CV is important because it is highlighting the professionalism and attention to details.

Being truthful and do not lie in order to impress because a good specialist will create situations in which you need to prove your skills or things you say you know.

(Fennel, 2020).

Analytical and critical thinking skills

Analytical thinking skills are a way of thinking, organizing and collecting data in order to draw patterns and give resolutions or solutions for certain problems. The analytical thinking skill is required by almost all the employers in order to increase the productivity of the company and be prepared to face any difficult situation in your workplace. (Duszynski, 2020).

Critical thinking skill is the possibility to be objective and see things from outside, not personal in order to make a judgement. Thinking critical includes analyzing the data, the information in order to make a resolution or find a solution. The person who has this skill easily decide which information or fact is useful or not and it can eliminate the less important and make the right decision. (Doyle, 2020).

For example, when me as a marketing manager I have analytical and critical thinking, I can provide a training session for my team or department made from the resolutions and feedback of customers in the last 3 months. This is how I demonstrate my critical thinking by taking a pattern from the feedback and make something constructive from it but also analytical thinking is highlighted from the fact that I am objective and take also the good and the bad feedbacks for a good outcome.

Even if the critical and analytical thinking are similar and people tend to confuse them or say that they are the same, there are some differences between these two skills. While analytical thinking means breaking a resolution or situation on small parts in order to form something, the critical thinking is seeing the problem or resolution from outside and judging with additional knowledge. We may say that the analytical thinking skill might be a step into the critical thinking skill. (The Peak Performance Center, 2020)

In the previous example, I used my analytical thinking in order to break down in small parts the customers feedback and then I used my critical thinking to put outside knowledge and being objective in order to create the pattern for the training.

Summarizing

The summarizing process is a complex one because it involves thinking at a deeper level and see the outcome of a text in less words. In other words, it is an overview of a fact, argument, discussion or text. The most common method of summarizing is to make a bullet point list with the most important aspects and this is why summarizing is an important tool at any work place. For example, a manager needs a report with relevant details but also a summary of it, in order

to have a highlight about the whole report. When telling a story of something that had been said, we will summarize mostly the key facts or details of the whole story. This fact may be also harmful for the receiver because it can miss important things and it will not be always able to draw a correct idea about the story. It is also important to mention that summarizing may save time and increase the credibility of a work. (Mindtools, 2020).

These are three types of summarizing: Rejection, Selection and Substitution.

Rejection is taking out what you consider irrelevant from the original.

Selection is when you underline the main idea and words in order to create a good summary.

Substitution reduces the length of the summary by adding up instead of taking out information.

The most important steps of summarizing are:

- Underline and highlight the main sentence of a story, text, conversation.
- After selecting the main sentence, tell about the secondary ideas of the conversation, text or story.
- Limit the summary. This is not meant to be as long as the original text, conversation or story.

Conclusion

In conclusion, the academic and employability skills are vital when searching for a job because they add value for the CV and increase the chances to get the dream job. It also helps to develop as a human being and while working they help you advance in the career. It is also important to pay attention and develop both employability skills such as communication skills, presentation skills, teamwork while at work or taking some courses. Academic skills are the certificates you need to get in order to be qualified to do something or certify a knowledge you have. Writing a CV is vital when searching for a job because it needs some skills to be done correctly and this will help every job seeker to stand out among other competitors for the same job. Solving problems is important in any field or job you may have so this is where the critical and analytical thinking skills are needed. Almost every job description includes in the requirements list these two skills. Summarizing is a shorten form to say things that usually take long time to tell so this skill is relevant for employers because there are many things to do in any job so if you want to do the work fast, then you need strong summarizing skills.

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