

# Skills for employability in the 21<sup>st</sup> century



(Skillspark finishing school, 2022)

**Contents page**

**Element 1 (Zander letter) - Page 3-4**

**References for Zander letter - Page 5**

**Element 2(Cover letter applying for a role as FLO)- Page 6-7**

**Element 3 (CV) - Page 8-9**

124 Observatory Venue

Hakin

Milford haven

Pembrokeshire

SA73 3EU

June 2026

Dear Mr Zander,

I achieved my grade A because I have allowed myself to open to new possibility and new opportunity. I write this to my future self with a sense of gratitude that I allowed myself to grow within my mindset and learn new skills. As I began this journey, I had just opened myself up to having a growth mindset as earlier on in my life I had a very fixed mindset (Dweck, 1986). By expanding my growth mindset, I have allowed for the opportunities and the belief that through hard work I am able achieve my goals and expand my skillset (Psychology Today, 2020). As I began my journey working with children 4 years ago, I have tried to obtain as many new skills as possible starting with studying my level 3 in Teaching and Learning, ELKLAN Speech and Language, ELSA trained, and a sign language course with sign- along. When the opportunity of a foundation degree in Inclusive Education was bought to me, I felt anxious, asking myself if this was something I could achieve. After achieving so many milestones so far, I knew I had the growth mindset to try and reach such a big achievement in my life. At times it has been a challenge to manage my personal life with young children and achieve the goal, but I am grateful to have learnt a variety of new skills on my journey through this degree, for example my digital skills. I learnt how to put together video presentation's while adding voice over recoding's, using computer software that I am not very familiar with such as excel, and PowerPoint. I have improved my referencing skills also as this is something I had never had to do before, how I achieved improving this was through research and reading, also by making mistakes early on I was able to improve through feedback on previous assignments linking to Thorndike's Trial and Error theory (1989) which describes how people learn through making mistakes (Gautam, 2018). I felt a sense of achievement every time I saw an improvement through this journey. I am positive that my future self will see her confidence grow and know she did it and what a positive impact she had for her family but most importantly for herself. I strive to be a positive role model to my children and to the children I work with daily. According to Bandura's theory (Bandura, 1977) children can learn not only from experiences but also from observing the consequences and habits of others around then setting examples (Mcloed, 2025). This is why I feel that by children will observe me as a positive role model, this can also be linked to Banduras cognitive model (1986) which highlights the importance of good role models. A notable example involving my children occurred during challenging periods when I considered giving up, they observed my perseverance and continued efforts toward achieving my goals. The characteristics that have helped me achieve my grade A would be my time management skills as I use this every day when going between work and home life with my children and making the time to research and put my everything into each module by ensuring I have set enough time aside for my personal life and my degree. I have also shown resilience when times seem to become more difficult, I have kept trying and persevering by telling myself I can do this and envisioning myself at graduation. Finding a positive way to get me through those challenges. This is

also linked to the characteristics of being a catalytic leader as at times certain parts may not have worked for me, so I have had to think of another way to achieve my personal goals that I aim for (Bradt, 2025). An example of this is when making a video at the beginning of my journey and realising I could do something different that may make future video presentations better. As this was a time I had to learn a new skill. The academic skills I have obtained such as referencing skills and essay writing have been achieved through research, reading and making mistakes during the early stages of my degree. This topic has been subject to research and development over the three years of the degree program. I also feel it is extremely important to prioritise self-care and wellbeing as this has kept my mind and body healthy while I was part of my degree. Making that time for myself has meant that I have felt as though I am prioritising myself, my family and my degree. I will do this by planning out my time, getting a good balance between my assignments, my family and down time for me to do the things I enjoy like getting outside and being with my children (Rigby-Thompsom, 2025).

So, from present Georgia to future Georgia, you did it! I am extremely proud of you.

Your sincerely

Georgia Kenny

## **Reference**

- Bradt, G. (n.d.). *The Three Pillars Of A Catalytic Leader Per Red Hat CEO Jim Whitehurst*. [online] Forbes. Available at: <https://www.forbes.com/sites/georgebradt/2015/09/23/the-three-pillars-of-a-catalytic-leader-per-red-hat-ceo-jim-whitehurst/>. [Accessed 12 Oct. 2025]
- Gautam, S. (2018). *Thorndike's Trial and Error Theory | Learning | Psychology*. [online] Psychology Discussion - Discuss Anything About Psychology. Available at: <https://www.psychologydiscussion.net/learning/learning-theory/thorndikes-trial-and-error-theory-learning-psychology/13469>. [Accessed 13 Oct. 2025].
- McLeod, S. (2025). *Albert Bandura's Social Learning Theory*. [online] Simply Psychology. Available at: <https://www.simplypsychology.org/bandura.html>. [Accessed 3 Oct. 2025]
- Psychology Today. (2020). *Growth Mindset*. [online] Available at: <https://www.psychologytoday.com/us/basics/growth-mindset?msockid=0caa429228a362b71ce653762ca3647e> [Accessed 15 Sept. 2025].
- Rigby-Thompson, M. (2025). *How to prioritise self-care as a uni student - Students@LSE*. [online] Students@LSE - What our students' think about life at LSE. Available at: <https://blogs.lse.ac.uk/studentsatlse/2025/03/20/self-care-tips-for-university-students/> [Accessed 13 Oct. 2025].

Dear sir or madame,

I have recently been informed that a position has become available at your setting in Gelliswick school as a family liaison officer. I have attached a copy of my up-to-date CV along with my application for this post.

As can be seen in my attached CV I have 5 years of experience within the school setting. I have worked within this community school for 5 years and are aware of the community aspect that your school is proud of. An example of this would be the area which is called the lighthouse that the school provides to the local community helping families with items such as preloved clothing, household items, toiletries and heating vouchers. This has become an extremely beneficial resource to the community and has including local families also volunteering to keep the school lighthouse organised and tidy, involving them in supporting their local school. Over the last 10 years I have obtained experience working with adults as well as children. I understand how important it is for your school setting to support not only the children but also the families. This can be linked to Bronfenbrenner's Ecological Systems Theory (1977) which shows how individuals' development is formed when aspects of their life are working together for that child to reach their full potential. I can see that one of the requirements for the job is early intervention for children and families, supporting them as early as possible. This requirement links to my qualification as an Emotional Literacy Support Assistant which I still currently carry out in my day-to-day duties within my current role. I feel this is a valued role within a school setting as it enables children to be supported in many aspects whether this be with emotion, friendships, self-esteem or bereavement. Linking all the above skills and requirements I see fit together in a way that will build relationships with both the children and families. Building those relationships is vital and is something I have worked on when undertaking my ELSA role, I have had to build those relationships with both children and their families, that's why I feel I have the right skills for this part of the job. I also believe that involving the families in activity events and days out with their children is important in allowing them to build those relationships and positive experiences. I have suggestions like family baking workshops, art and craft afternoons, and coffee mornings to help foster positive relationships. I have also undertaken many new courses over the last year to better my knowledge and understanding of what I need to do to be the best within the school setting, for example safeguarding training which as a Family Liaison officer is very important when working so closely with both children and their families. My up-to-date training fits into a requirement for this job as child protection is a key point and recognising and raising those concerns in the correct procedural way is vital. I am willing to undertake any other courses that will also help me to improve my skills for this role. One of the new skills that I have obtained recently that will be beneficial to this role will fit into a job requirement are digital skills for example formatting documents such as recording forms which will be very beneficial for this job role as a key part of the role as a Family Liaison Officer is record keeping. With the skill set I have already achieved, the experience I have had I feel that I would fit well into this job role. I am eager to learn new skills and make a difference to the children of Gelliswick and their families. I feel I would be a hardworking

and empathetic individual for this job role. I hope to be considered. For any further information or up to date references please do not hesitate to contact me.

Thankyou

Georgia Kenny

**Georgia Kenny**

**0704596300**

**[Georgia.sole92@outlook.com](mailto:Georgia.sole92@outlook.com)**

**124 observatory avenue**

**Hakin, Milford haven**

**Sa73 3eu**

## **Georgia Kenny**

Address: 124 Observatory Avenue, Hakin, Milford haven, Pembrokeshire.

**Contact number:** 07904595300 **Email address:** [Georgia.sole92@outlook.com](mailto:Georgia.sole92@outlook.com)

### **Personal profile**

I am a final year student in the University of Trinity St David's studying a foundation degree Inclusive Education. I have worked within the education sector for 5 years as a Teaching Assistant. I have primarily worked with early years through to foundation phase children. I am a hard working and empathetic individual who has a passion for supporting and teaching children. I also have great organizational skills which is shown in my day-to-day routines.

I am looking for a post within a school setting which will allow me to showcase all my strengths, bringing a safe and warm presence to the workplace that I am in. I am committed to broadening my skill set to effectively contribute to any position I undertake.

### **Education**

**2023- Present- *Foundation degree in Inclusive Education* (Result pending)**

**2022-2022 *Level 3 Diploma Supporting and Teaching*      **Level 3 Diploma****

**2012-2014 *NVQ Adult Health and Social care*      **Level 2 and Level 3 Diploma****

**2003-2008 *6 GCSE's*      **Grade C's****

**GCSE's include** Maths, English, Science, It, Business studies, P.E.

### **Work history**

**2006-2011 *Snapdragon gift shop***

#### **Duties include-**

Exceptional customer service skills assisting customers with all their needs. Stock taking and recording of stock. Maintaining cleanliness and organising window displays.

**2011-2018 *Pembrokeshire care ltd***

#### **Duties include-**

Care for vulnerable adults within their own homes. This includes washing, dressing, cleaning, food preparation. Supporting adults with daily tasks in their home and outside for example shopping and doctor appointments.

Exceptional time keeping skills working to a scheduled rota daily having to keep to each time slot in a timely manner.

**2020-2021 *Unpaid volunteering Gelliswick primary school***

#### **Duties include-**

Classroom preparation for example setting up tuff trays, activities. Also taking small groups for speech interventions.

### **2021-Present Gelliswick primary school**

#### **Duties include-**

Maintain the classroom by marking books, updating home reading materials, and keeping the space clean, organized, and safe for all children.

Supporting children daily with needs and emotional needs for example daily check in and out, accident forms and injuries, support with emotions throughout the day.

Supporting class teacher with day-to-day tasks, taking small intervention groups, preparing lesson tasks for given groups.

#### **Skills and achievements**

- **ELSA trained-** I am trained as an Emotional literacy Support Assistant, which is something I am very passionate about. I thrive on building those relationships with children and enabling them to feel that I am a trusted person they can express their feelings to.
- **Speech and Language training (ELKLAN)-** I have achieved a qualification in Speech and Language which is another of my strong points. I thrive to see children confidence grow as they improve on these skills.
- **Confident in lesson preparation and planning-** I am confident in planning a lesson, collecting relevant resources and doing so under pressure.
- **Completed a course in sign language through sign-along-** I have completed a course with sign-along learning basic sign language which I have found goes hand in hand with my speech and language training. I did this while working as a 1:1 with a child with cerebral palsy to encourage and support them the best I could. I have carried this with me and find I use it daily with the children I work with.
- **Up to date council courses-** I have completed a number of council courses which all currently up to date these include safe guarding, radicalisation, fire safety, data protection and manual handling.

#### **Interests and hobbies**

My interests and hobbies include anything outdoors. I love to be outside and enjoying what nature has to offer.

I like to show this in my work environment also as I find it an important aspect for children to learn. I am also a keen gardener.

I also enjoy felt needling and enjoy many craft activities with my children.

#### **References**

Names and addresses given on request.