

Academic and Employability Skills: Report

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Introduction

Reflection is important for an individual as it allows them to focus towards learning from different avenues and developing on a consistent basis (Singer, 2016). A reflection has been a crucial part for my growth as I have been immensely focussing towards academically developing and having new skills that can help me to perform better against other peer members. It is been an important journey and some of the skills that I will be looking to develop in the future encompasses of time management, summarisation and paraphrasing skills. In addition to this, I will focus upon types of employability skills to be attained for myself as well. These will encompass of being able to create a curriculum vitae and also produce a cover letter that is written well. These are important as they can help me to be able to stay in a position through which ongoing growth aspects can be attained for being able to stay professional. I want to develop in these areas as they will help me to manage my time, analyse data better, and assess different areas of capability.

Analysis

Description

Being able to attain a job is only achievable through having a comprehensive curriculum vitae and cover letter. It is through the synthesis of information on language, communication and more that these items can be created. I feel that in order for this to be achieved, I have utilised several learning strategies of knowledge development that has facilitated me to have a much wider perspective on how I can manage my information better and optimise output-oriented strategies. Time management is relevant for the organisation as this can help an individual to be able to take advantage of a specific routine through which positivity can be raised. In my process of developing knowledge and putting emphasis on areas such as writing skills and developing summarisation and paraphrasing abilities, I have been able to grow my capabilities immensely (Lekner, 2016).

In my duration in the University, I can describe my experience as being fruitful as I will work closely with a variety of tutors and other educators who have helped me enhance my skill levels. Through the energetic and focused curriculum which has been created I have been able to increase my own performance and make sure that effective performance rise has been an ongoing aspect through which learning has been facilitated. This is relevant as I feel that my overall capability to perform effectively and provide work has developed because of the way in which I am hearing overall value. These have been areas of effective collaboration aspects as well as I feel that my teamwork capabilities have improved because of the way in which I have been interacting with tutors, peer members, and much more individuals in the University to develop my weaknesses that I have illustrated (Driskell *et al.*, 2018).

Feelings

I have felt extremely ecstatic while the growing my skills as I have felt that my abilities have been an important part in my growth as an individual. I feel that it is necessary for me to be able to stay in a position of critical thinking as my overall sharpness has developed because of this (Weiner, 2017). While I was learning writing skills to make sure that my paraphrasing abilities developing, I have read many books that had allowed me the joy of experiencing different types of stories. This was important as I felt that I was able to create effective methods through which focus could be developed and easier collaboration system internally could be attained. This was important and I felt that my paraphrasing abilities also view by learning from the sentence structure is of other demonstrators.

In addition to this, I summarisation capabilities was being attuned by focusing upon minimising and synthesising information effectively (Rezazadegan *et al.*, 2020). This had played an essential role in my growth as I had been able to stay in a position where effective development could be reached over time. I felt immensely glad that I was improving as my peer group has been developing because of me. I had also put focus towards not only implemented time management skills for myself. I felt that others would also be benefited by the different routine and schedule strategies that I was focusing upon. This was relevant as I was immensely focus towards growing as an individual on an ongoing basis. In terms of raising my employability skills, these types of abilities have directly influenced my overall resume and curriculum vitae (Nisha and Rajasekaran, 2018). I have felt that the all of the documents that are mentioned have improved because I have been able to learn from other experienced resumes that have directly improved the way in which I communicate through my cover letter as well.

Evaluation

Through an evaluation of my skill sets, I have been able to understand that it is extremely relevant for me to be able to take control over my entire learning process internally in the University. I have been working with tutors and they have highlighted how implementation of knowledge as well as learning from books is important. A combination of both of these factors makes sure that an individual is able to focus towards creating different types of learning strategies that combine personal experiences as well as the perspective of other authors (Bandaranaike, 2018).

Over the course of work assessment, I have been able to focus immensely towards different resources that have enabled my performance to develop. This has facilitated me to be in a position of growth through which I have felt that my progression towards development has increased. Some of the different resources that I have used in order to be in a position of development is to put emphasis towards discussing on multiple topics of paraphrasing, summarisation and more with peer members. Since other individuals are trying to learn these types of skills as well, I have conversed about what strategies that they are using in order to achieve this aspect effectively.

Apart from this, I have reviewed all of their curriculum vitae, cover letters, and have tried to take inspiration from the format, writing style, layout, and much more. This has allowed my own curriculum vitae and cover letter to improve. I have attempted to focus upon being able to provide concise information through effective writing (Hanus and Havelková, 2019). I feel that I have been getting much more job offers because of this prototype CV and cover letter.

In the future, I want to be able to include a website portfolio with both of these documents as well as I feel that my overall writing of valuable increase because of these aspects as well.

I feel that I will be able to get accepted in various types of offers because of this single strategy being implemented effectively. As a result of this, I also want to stay focused towards growth-oriented activities being attained effectively for the future. I feel that through an evaluation of presentation skills, speaking abilities, and much more, I have been able to improve upon my paraphrasing and summarisation skills. I have taken feedback from various members in the events that I have been engaged upon and higher seeing how they are positively reacting to all of the things that I have been saying. This has been a learning experience as I feel that my overall growth has developed because of all of these aspects effectively (Kassenboehmer *et al.*, 2018).

Conclusions

In conclusion, I have understood that only relying upon my public speaking abilities is not enough. A combination of verbal and non-verbal skills being used in a combined manner is important in order to help achieve growth (Keyton, 2017). Putting emphasis towards understanding all of the ways through which growth-oriented activities can be achieved for the future is relevant. This directly helps in making sure that performance-oriented trajectory is attained within the organisation. Apart from this, I have also felt that in order for my growth aspects to be achievable in an ongoing basis, it is relevant for me to focus towards writing in a consistent basis to hone in on my skills of being able to paraphrase different works of various authors. A wide range of these factors are important as they are helping me to be in a position through which much more cognitive ability towards writing and communicating well is developing. Both of these are important as they are helping me to stay in a position through which it can be an easier process of clarity and allotment to be attained.

Time management has also played a crucial role in continuously motivating me towards staying on focus to achieve all of my goals effectively. I have practised setting a timer and initiating different objectives that I must be able to attain within a specific period. This has allowed me to eliminate any type of distractions. I have also identified many areas of growth in which I must focus upon development in the future as well. I have observed that my technical skills and abilities are presently lacking. In order for development to be attained further, I believe that emphasis towards learning computer skills and more is important. Apart from this, another weakness or area of growth in which I want to develop in encompasses of my ability to have much better decisive thinking capability and persuasion writing skills. This is a type of copywriting ability that I want to possess in order to make sure that high value is being provided by time trying to convince people to take action in a particular direction.

Action Plan

In order to effectively develop in the future and have an action plan that can be implemented on an ongoing basis, I will take advantage of my ability to learn computers. Since typing and producing electronic documents is a new main skill that can directly help an individual to perform better, it can be mentioned that for an individual to be in a position where growth is being attained, it is extremely relevant to focus towards taking advantage of software. The age of providing notes on various aspects of pen on paper has moved on (Kassymova *et al.*, 2018). I feel that much easier access to information online has also facilitated me to be able to read from multiple sources through which I can perform paraphrasing and summarisation better. This has allowed me to develop and I have been able to stay on track on making progress in my writing skills even further through this. In addition to this, I feel that other types of curriculum vitae and cover letter that I produce online has facilitated me to stay in a position where my journal production abilities have improved over time as well (Vallerand and Rapaport, 2017).

Moreover, through this assessment, I want to state that I want to be able to write in a compelling manner in the future as well. Paraphrasing and summarisation skills in tandem with the time management technique that I have been learning have all been fruitful in order to not only learn about curriculum vitae and cover letter writing. I am presently able to persuade other individuals to buy products online when I am making information rich posts. This have facilitated me to have increased confidence in my abilities to produce high value content. I have also been able to polish up vocabulary as well as I feel that in the future, I will be requiring to not only focus upon writing but also my presentation of this type of words I'm choosing in order to present myself in different documents that can showcase my portfolio (Livingston, 2019).

Conclusion

In this above academic and employability focus research study, several aspects of skills such as time management, paraphrasing, and summarisation abilities has been detailed. Emphasis has been given upon understanding all of the ways through which an individual has the capability of raising the performance. In addition, emphasis has been given towards evaluating the ways through which it can be easier for there to be controlled method being created to minimise weaknesses and optimise all of the strengths that I possess. Throughout this entire employability assessment, I have focused heavily towards evaluating my feelings, understanding and describing the description in which I am operating and how I have grown from all of my experiences. Discusses developing a curriculum vitae and cover letter has been elaborated here in this analysis as well.

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