

ACADEMIC AND EMPLOYABILITY SKILLS

[BMSW4001]

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How to become more employable

Introduction

This essay aims to explore how to become employable by discussing the importance of CV and cover letter and reflection models. Employability refers to the person's ability to find and retain a job to ensure onward motion and to make fit for change all the way through ones professional life. There are various factors upon which employability depends, including skills, knowledge, behaviours, how a person uses them and the ways in which one present them to carry out practically in a job.

Discussion

Employability is at times employed to sum up skills related to job-seeking, such as preparing an impressive and engaging resume (CV), along with a cover letter as personal statement, and having good interview techniques. Also, this term is employed to cover the knowledge and expertise that are demanded by employers when reaching a decision on who to recruit and who to promote (Helyer, 2015). Along with these two core groups of skill there are a large number of employers who will also anticipate job-seekers to be talented in a specific defined field, such as nursing, management or law.

Adecco (2012) (cited in Helyer, 2015) defines being employable as, "having the skills, attitudes and belief necessary to win a job, succeed in that role and move on to an even more fulfilling role in the future"

As the modern day world is a highly technological world where it is very important for job-seekers to develop skills that will allow them to fit into any category they find themselves in their various places of work. Specific skills are highlighted in various workplaces, but these skills have the same basic results, helping to create the desired employee. As today's dynamic nature, opportunities, organizations and social needs develop rapidly, an holistic society is one of these skills. Due to the large number of university graduates, it becomes difficult to work in the disciplines they desire (Waters and Pimlott-Wilson, 2012; Bridgstock, 2009). You need real attention when signing contracts with many different employees. It is clear and well known that the unemployed, who cannot find the most successful today, are very aggressive and world market leaders (Helyer, 2015). The importance of high-level skills is related to higher education and employer learning, discussion skills, networking skills, and broad reading. There are also opportunities for graduates, through higher study level, to develop comprehensive skills, such as creativeness and entrepreneurship.

Importance of CV and Cover Letter

The practice of writing a resume tends to be a mechanical activity. List the work done, the specific experience, the training, write a small statement of objectives, like someone doing a process and then, over the years, add small additions until an updated CV is prepared and a considerable extension by the accumulation of experience (Hernandez, 2015). However, this way of preparing the cover letter in the world of work is far from being the best (Chaita, 2016).

Before this term or rather before I got to meet my lecturer, I used to think that Cv and Cover Letter was not all that important. To me it was just a piece of paper where you state you previous place of employment and few of your achievement either in education or work experiences, to me that was all Cv was meant for. I was awfully wrong all theses years till I came to this class and met me lecturer who educated me and made me understand that a good Cv and Cover letter was very imperative and of a great importance. I have reflected on all I have been thought concerning Cv and Cover letter by my lecturer and I have reached a conclusion that a good Cv is very pivotal in getting that job

you applied for and also a good Cv should cover all the salient point of your attributes. Before this course, I thought that learning was just about going to lectures and reading books, and I was obviously wrong.

If a person wants that CV to represent him and be both attractive and concise to stand out from the rest, he must work on it a little more strategically. If he puts to work to order the CV, he will see that he has made a long career, he has accumulated various experiences in different positions over the years (Chaita, 2016). Let's take a distance and think about whether it is really necessary to record all work experience. And the answer is that with few exceptions, it is not necessary to do so (Lumley and Wilkinson, 2014). The power of selection must also be part of human attributes, and depending on the position a person applies to, it may not be useful to show his experience as a junior cadet or the summer internship carried out at the beginning of his professional career. Therefore, relevance is essential when ordering previous work in a resume (Lumley and Wilkinson, 2014).

The mission statement will also depend on the position to which a person applies. If the position applied for naturally fits the work biography, it will not be necessary to justify why it is applied to keep that position and it may be more effective to use that space to justify why a candidate is interested in the given organisation. If, on the other hand, if a 180 degree turn is made, it will be necessary to explain it with a statement of objectives that accounts for that change. (Morgan, 2017)

These two tips point to something more general, which is to recognise the value of being concise and simple. A deep, detailed and excessively long resume carries a high risk of being omitted by employers. On the other hand, one with more work on the style of the format and its visual appeal will be appreciated as long as it works to condense the CV and turn it into a solid presentation sheet. (Morgan, 2017)

Often the accumulation of experiences, training instances and hobbies can be understood as a somewhat tedious way of showing that the applicant does not know what he has to offer to the specific position (Bridgstock, 2009). At the end of the day, the CV shows who the candidate is in relation to his working life. If a mere list of work experiences is presented without distinction of relevance, or if a

candidate implies that he does not know which of his qualities or capabilities are what fit what is required for the position, he will be making a bad presentation and, therefore, an application with little chance of success (Lumley and Wilkinson, 2014).

Ordering and prioritising the information to write the CV for the first time is important. Dusting off the old CV and making it productive will show that a candidate is in every detail and ready to present himself to the position he desires.

The purpose of the cover letter is to introduce the self along with the resume and additional information. From this cover letter, there is the possibility to draw attention to some sections that are very important. A personalised cover letter should usually accompany each resume submitted for consideration (Bock, 2014). The strong potential of a cover letter is that whether a job seeker would get his desired job or he would be ignored or rejected. It simply means that it is important for a job candidate to dedicate quality time and hard effort to prepare an impressive, engaging and personalised cover letter.

For a job seeker it is necessary to have a cover letter that should complement, instead of a duplicate of his resume (Bellemare, 2016). Basically, aims and purpose of a cover letter is to expose a self in front of the employer and add a personal touch (Bock, 2014). Very frequently, the cover letter is the first contact in the written format with the potential employer that really creates a significant first impression. The cover letter should always include a paragraph that mentions where the job listing ad was found. If you saw it in a newspaper classifieds, be sure to indicate the name of that newspaper.

Obviously it is easier to write a cover letter that can fit in any Cv and include it in all resumes, but it certainly does not return the same results. Thus, it is recommended to prepare a cover letter that exposes and matches the candidate's overall qualities, knowledge, skills and experience with the position he desires. Although preparing an engaging cover letter consumes some valuable time and energy and thus it is always difficult how to impress a potential employer, it is important. It is also inevitable to take into account the job related characteristics and then mention the core skills and experience

intimately associated with that job vacancy, meaning that it is necessary to explain how knowledge, skills and experience (if have) is in tune with the position.

Importance of Reflection Model

Candidates can polish their reflective skills so that what has been experienced via practice could be critically appraised by them. Therefore this enables candidates to bring improvement to ongoing practice through their knowledge and information gained from the practical world.

By reiterating the power of experiential learning, Billett (2011)

According to research, this is highly efficient when others are involved in it and consequently the possibility to work together and share views and opinions related to changes, transformations and new approach to operate (Gray, 2007). Carrying out critical reflection and sharing its outcomes can be fearsome and can lead to vulnerable feelings amongst those exhibiting their views and findings; collaboratively working in teams with co-workers or other learners can provide them with assistance and numerous input that are inevitable to assist manage this and furnish evidence about worthwhileness of the process, though it feels frightening initially (Cooke, Henderson and Creedy, 2013). There is a meaningful factor to remember, that is, even though much of reflection related thinking and activity originates from been literate this does not need to be all bout intelligent assessment, it should be beyond more about been educated or been a genius.

It can also be based on thinking with real-world experiences and learning from the practitioner make reflection on practice a powerful tool

Conclusion

It is necessary to begin to understand what I need to consider myself an employable person. A person is considered employable if he has the requirements in terms of knowledge and skills demanded by employers for the profile of a job and is able to adequately transmit a message to the market. Academic training is an imperative requirement to be employable, and it is something like the foundation of a building. But

to think about inhabiting it, the foundations are not enough. Employability has to do with my willingness to carry out the work that has been entrusted to me. That is it is directly related to the disposition and availability that the person has to put their qualities, abilities and the zeal to learn quickly at the service of the company so that the different interactions of the individual result in performances suitable for the position that the person is going to occupy. For this the understanding of employer and employee is the foundation stone. Employers need to explain in a simple and effective way what they require of candidates so that they can perform properly and achieve the necessary results. Job seekers must know precisely what is expected of them in order to deliver it on time and how it is expected.

The employability gap is a real concern that must be addressed and the first steps must be taken around personal reflection. What am I doing as an entrepreneur who cannot find suitable candidates for my position? What should I do if I am looking for a job to fit the requirements and deliver good results? The employability gap is a problem that we can tackle from the skills talent management. Understanding what skills I need for a specific position will help me search and finally find the right job.

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