



REFLECTIVE REPORT

ACADEMIC AND EMPLOYABILITY SKILLS



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Introduction

“When you begin to apply for jobs and attend interviews, it is likely that employers will ask you to give examples of how you have gained specific skills from your time at university” (University of Wolverhampton, 2018)

Starting with this quotation, I’m going to explain what I will develop in this report and how I decide to do it. I will use the Gibbs Reflective model to reflect on three topics that we did in the module.

The topics selected are CV, cover letter and time management. These topics are impacted to me more than the other because in my present I need to use them for have successful in my research of job.

Reflective learning

Gibbs Reflective Cycle (1988)

It is a model that is possible to make a reflection of a specific learning that are you working on it. It is divided in 6 point where you can structure your experience of learning. The importance of pass for each point, will bring you at other level of progression to reach at your objective.

Firstly, you start giving a description of your experience, giving details about what is happening. With this information will be possible to know what we are going to focus on.

The second point consist in open yourself and explain what your feelings are, how do you feel regarding the situation that are you working on. It is a continuation of the first point but explaining more about yourself and what happen in your mind.

At this point we must do an appraisal of what went well, what were the errors, if something external like a person or circumstance was good for the situation or not.

After of Evaluation point, now is time to make a review of all the points before of this and extract what was positive, what I could improve, and how could be better than the situation was. Give a reflection re-linking all the information collected. Gibbs G. says

here “What sense can you make of the situation? Bring in ideas from outside the experience to help you” (Gibbs, 1988)

Now, we are almost finishing the process, is the moment to make a list of what we learnt, taking in account what are the key points to improve the situation that we can repeat in the future, also, what we have to avoid to do not repeat the errors made in the last situation.

And finally, this is the last point of the Reflective Cycle, we have to build a plan that can bring us to the exit, always giving importance of the experiences created to choose a better way to reach the objective that we would like to arrive.

(University of Edimburg, 2020)

Topics

The topics I have chosen are very relevant to me at this moment in my life. However, I also think that during my last twelve years it have had a special importance. I am aware that I have constantly evolved to become more competent and better, being able to make use of the skills developed throughout my academic and professional path.

“Ever tried. Ever failed. No matter. Try again. Fail again. Fail better.” (Beckett, 1980)

Curriculum Vitae

During my process of learning of how to make a CV, I could see several details to take in consideration. I already knew how to make it. However, my knowledge of how to make the resume it was more focused in the UE style. The British style has some differences compared to the UE style, some of these differences that the British CV has and the UE not, are for example, the British CV is not necessary the picture and the age regarding reasons to avoid some preference about the race of age and this is because UK has a lot of migrants of many races and professional people with wide range of ages. The fact is avoiding the racism and give the same opportunities for everybody.

When I decide to set up and update my CV, I felt a bit daunting, because now I knew why my job search attempts sending my CV, were not effective. I noticed that my CV needed be changed with the aspects required to be in the proper mode.

Knowing what my errors were, like I was using an Europass template, that had more information than the is required, don't using the correct words in the redaction like

general phrases that doesn't apport interest to the specific application and more than two pages. Then, I collected in the class the correct information, also, reading some online webs, to make a proper British CV which is more succinctly.

Taking note of all the new information, I rewrote my resume and I avoid put my age, the picture, my nationality, because now I have all information enough to be added and which I must avoid.

I learned that I have to make a short presentation of myself before to start putting my professional and academic experience, I have to add a chronological information, and better if the information is in bullet points, the best way to have a good British CV, Is being clear and focus in the information that could be helpful for the job. To end having aimed the goal that is find a good job, I have to make a specific resume for the type of job that I'm going to apply. For that, the best way of action is making a study of the company and know what they are seeking for cover the position of job, and with this, make as more accurate possible my presentation. (University of Kent, 2020)

Cover Letter

The cover letter it is an element that I never give the importance that I realize that has now. I remember made no more than three cover letters to make applications for jobs, Also, that I remember that I have made it is a motivational letter for my internship in Belgium. The difference that motivational letter has against the cover letter, is that is made for different purposes, to make an idea, the motivational letter is to apply for volunteers, access to university or in my case, make an internship abroad. The cover letter is for take the attention of the employer and reach a connection that made me increase my possibilities of being hired. One important detail that I saw repeated in different tutorials and pdf to how create a good cover letter is, avoid start with "Who may concern" they said that is not properly for this purpose. It's better makes a formal but friendly greet. In addition, is important avoid summarizing the resume in the cover letter, because for the employer it is a waste of time read this.

In the time that I have to create my cover letter, I remember that I was confused, because the content that I have to add is not like a general content. I have to focus in write what I can offer for make better the company and this means that I have to do an individual cover letter for each company that I have to apply. But knowing all the new

information that I researched, my mood changed from being confused to being motivated to do better.

Now, making a review of my old cover letters, I found many errors that I'll make sure to don't repeat again. My greeting was bad, the body structure was a summarize of my CV, I didn't add how I can apport value to the company and, I made it like it was a motivational letter rather a cover letter. Many bad points that never will bring me to the success in an application for a job.

Recapping all the information and being aware of my faults, I know that I have to use active sentences rather than passive sentences like "I was employed as a technical assistance for two years" could be "I worked as a technical assistance around two years. Also, don't feel ashamed to write in English if this is not your native language but it totally recommendable to make a recheck of the spelling and grammar. You have to create a connection with your employer, transmitting your enthusiasm for be part of them teamwork.

My position now, with all my experience to make a good cover letter, is make an study of the potential companies that I want to access and find the information that I could use in my application, and give them the best information to have more possibilities to get the job.

(University of Kent, 2020)

Time Management

This topic it is a challenge for me, due to the difficulties that I have to do a good time management during the day and how I prioritize the most urgent tasks. In the class we learn two ways to improve the time management and they are very interesting. One of them is the Eisenhower Method, which help you how to decide what to do first, because you need to make a classification of what task are more important and urgent and what are not too important and urgent. For the other hand, the Pareto method is the 80-20 rule, it means that usually the 20 % of your tasks and activities are reflected in the 80% of your success.

I'm a mess doing a good time management and this classes plus my own research, it gave me the encouragement and drive to be able to optimize my time in a more effective way. I'm still working on it, but I'm trying to do it better.

Until now, I'm still doing errors with my time management, on the day I wake up, I do some menial task and then I notice that I have some priority tasks to do. When I decide to do some of the important tasks, I don't classify which are urgent or not, and this is a big error because when the deadline of some of these important tasks are close, is when I start to be in stress and work under pressure .

My positive part of this process is that I work under pressure but the issue is that many times I don't arrive at the deadline, for that I look important take into account this two methods and firstly do a classification of my daily task to know what are more important and urgent what It is less. Like priority the first task must be urgent and important, the second task important but not urgent, third task urgent but not important and fourth task is neither urgent nor important. While I prioritize what I have to do first, also look for the moment when I'm more productive on the day to make the most important tasks and with this mix of both methods Ill be more productive and be able to accomplish my objectives.

(Berg, 2015)

Dwight D. Eisenhower says, "*What is important is seldom urgent and what is urgent is seldom important.*" And we need to do the best to decide what is important and urgent to have clear what task do first.

From now, my daily tasks are going to be more structured and focusing in give more importance to the priorities that I have. I have to give the most productive time to finish my assessments and look for a job, the others task like exercises to keep fit and healthy and the household chores will be distributed along the day but being in the second plan of the list.

Conclusion

In conclusion, I'm aware that all my weak points, but I know how to improve myself and do better my projects and objectives that I have as well. The improvements in my skills will be based on the determination and dedication that I give to become a better professional. Studying and continuing training on my own must be a constant in my life.

I feel that I'm getting a lot of benefit from the module Academic and Employability Skills and this will lead me to achieve my goals, If I'm wrong, I will also know how to analyse in which I have failed and without losing heart, try again until I achieve the desired objective.

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