

Regardless of the field for which you specialize or in which you have relevant work experience, there is a set of key competencies that can help you in the long run. Considering the fact that both technology and recruitment methods are constantly evolving and changing, you must be prepared for all these changes and keep your relevance on the labor market.

This set of skills can help you both if you want to reorient yourself professionally, and in the situation where you want to advance in the career for which you have prepared.

Johan Lönnblad and Matti Veriainen are the authors of the book "Future Competences - Competences for new ways of working" - a volume based on a series of interviews conducted in 12 global companies, combined with information extracted from previous studies. They identified the key competencies according to the way of working (physical or virtual, team or individual), but also according to the position that the individual occupies in a company (employee, leader, collective competencies). Here are the top 5 of them:

employee	leader	collective
Ability to work in a team	Ability to coordinate a diverse and large team	Trust in the members of the group you belong to

Basic technical skills	Understanding the global context in which the company's activity falls	Ability to take over or delegate tasks
Ability to efficiently organize their time and activities	Communication and listening skills	Ability to learn together
Work motivation and proactivity	Flexibility and openness to the new	Ability to set common goals and meet them
Self-learning skills and work initiative	Results orientation	Flexibility and proactivity

Rosemary Hipkins, Rachel Bolstad, Sally Boyd and Sue McDowall published a book in 2014 - "Key competencies for the Future" - in which they explain what a candidate must focus on in order to secure a long-term job. Here is a VIDEO material that presents the purpose of this volume and its usefulness:

Europeana has drafted a legislative document that identifies and explains each of these competencies and their usefulness in a constantly changing labor market:

Ability to communicate effectively in your mother tongue - no matter what field you work in or in which department of the employing company, your ability to communicate is the basis of all activities undertaken. Whether it's the ability to communicate with teammates, your superiors or subordinates, or clients with whom or for whom the company runs projects, it should not be lacking in your knowledge.

The ability to communicate in at least one foreign language - the more you know foreign languages at a conversational level (at least), the more you will be appreciated at work. The more difficult or exotic these foreign languages are, the better your chances of finding a well-paid job. Also

knowledge of foreign languages offers you the opportunity to travel to the countries with which your company works or even the chance to work in departments abroad, with international clients.

Basic technical knowledge - in addition to the fact that this set of skills will help you to be more organized and practical, it will also help you in quickly solving some minor tasks, which otherwise would have gone to the technical department and would have consumed much more time. Technology is part of our lives to an increasing extent, and knowing and mastering it (at least at the beginner level) can save you a lot of trouble. In addition, you will earn important

points in front of your employer, especially if you acquire these skills on your own, through self-education.

Learning ability - useful in any field, this skill will help you throughout your career. The changes will no longer be a problem for you because constant learning will keep you up to date and position you one step ahead of your competition.

Social and civic skills - understanding the people you work with or for whom you bring major benefits to the workplace. The ability to work in a team and even to collaborate with people of other nationalities / religions / ages will help you create the image of a key employee that you have always wanted to achieve.

Sense of initiative - you need to know very well when it is time to be proactive, to make decisions on your own and to come up with proposals for solving problems that, at least initially, did not fall within your responsibilities. The spirit of initiative will always be appreciated by any employer and will be seen as a desire to grow and excel.

Creativity - even if the field in which you practice is one that is mainly technical, the creativity that manifests in different forms. Whether you have a unique idea or you are trying something that has not been tested before, you will be appreciated for the desire to be one step ahead and contribute to the diversification of projects through out-of-the-box thinking. !

conclusions

The key competencies you acquire in your years of study and at your first job can help you build a successful future career.

Invest in your training, get involved in unique projects, organize, plan, put ideas into practice. Assume all these skills to ensure that, no matter which direction the labor market will go in the future, you are prepared and can easily find a job or you can advance in your career, reaching a position of top

Another idea that can help us in the future to find a perfect job is the CV. He is our mirror that helps us sell our skills and abilities

The role of describing skills and competencies in the CV
Many people consider this element of the CV to be a formal one, so they treat it with superficiality and indifference. However, human resources specialists are trained to easily recognize texts copied or adapted from other CVs and can appreciate candidates who have made an effort to speak honestly and openly about the value they can bring in a company.

However, completing this section is not only a means by which you can attract the employer's attention, but also a real preparation exercise for the job interview. As you write this information in your resume, you will be able to formulate and practice answers to questions such as "What qualities do you recommend for this job?" or "Why do you think you are suitable for this position?" Because the interview is still a process in which you have to "sell yourself" as well as possible, exaggerated modesty is out of the question when it comes to skills and competencies and is replaced by arguments and self-confidence.

Here's what can help you complete your skills and competencies in your CV, in addition to the rehearsal before an interview:

gives the employer the opportunity to follow and better understand your career and studies;

it helps him to know if and to what extent you comply with the requirements of the job and to intuit if you can perform in that position;

it helps him to scan more easily the situations in which you would manage wonderfully and to anticipate those in which you could get stuck;

gives you an overview of how you work in certain contexts, such as under pressure from a deadline or in a large team;

they will help him identify the work patterns you are used to and compare them with what the employer offers.

How to classify skills and how you can describe them in your CV

When describing your skills in your CV, it is important to differentiate those related to personal development (transferable and generally valid, regardless of the field you work in) from specialized and native ones, which can be useful in any situation.

Personal development skills

You have certainly developed over the course of your work experience such skills that you do not necessarily become aware of as you gain them, but which may be useful to you in a new job.

Here are some examples

- **oral and written communication skills** –
this says about you that you can easily understand the information and pass it on clearly and coherently;
- **computer skills** –
you know how to work on the computer and with the usually programs
- **managerial skills** –
if you coordinated a team, you can use the skills acquired as a leader
- **negotiation skills** -
previous business experience can help you make a bigger profit for the company you work for or negotiate contracts in
- **the ability to work under the pressure of deadlines**
the habit of short deadlines for submitting projects or completing tasks is highly valued in any organization.

Think about the situations in which you have been put in your career so far and how you have dealt with them and do not be afraid to mention the qualities thus acquired and applicable in any field of activity

Specialized skill

These are specific skills, acquired with experience in the field in which you previously worked. However, they are not always or fully applicable if you want to make a career change, but they can help you advance and aim higher, if you

already have some experience in a certain specialization. Here are some examples:

1. mounting bricks - although it is an important skill when looking for a bricklayer job, it will not be useful if you intend to change your field of activity;
2. car mechanics - again, this skill can help you find a job in a car service, but in other areas it will not be very useful

Connect with previous experience and highlight those specialized skills that can help you, on time, to get the job.

Adaptive skills

1. ability to work in a team -if you have this experience and the aptitude is necessary or useful for you in the job you want to get, it is advisable to mention it to the employer
2. positive attitude-In many cases, optimism is the key to gaining new perspective and making things work in the workplace, no matter what field you work in.
3. creativity -this quality can tell about you that you are dealing with new and unexpected situations or that you have the ability to find solutions and bring added value within the company

It is important to include in your CV the personal qualities that can prove useful at the job you want. Don't be modest, but also avoid overestimating yourself or taking on merits that you don't have.

Do not copy forms found in other CVs and strictly link to skills that describe how you work, in accordance with the needs of the employer. Provide details on acquiring these qualities and check the list again to make sure you haven't missed something important. Be concise in form, but at the same time coherent and convincing; so you will finally have a complete and compressed CV, which will attract the attention of the recruiter and on which you can later build your preparation for the job interview.

Professional skills and their description

This section is dedicated to the courses, trainings, trainings and other forms of education and training that you have followed and which are relevant to the job you are applying for. This does not mean that you will list the diplomas obtained over time, but that you will support your case through concrete and tangible facts.

You will talk about those professional skills that qualify you for the position you want and that can give you an advantage over other candidates.

Don't forget to detail, where appropriate, how you acquired these skills and also assess the level at which you have mastered them. For example, to know a foreign language you can fall into one of the following levels: A1 and A2 for elementary use, B1 and B2 for independent use, and C1 and

C2 for competent language use. In the case of skills for which the levels are not as clear, you can use terms such as "beginner", "intermediate / intermediate" or "advanced".

Before organizing your information in your CV and filling in these important fields on which your future may depend, it is essential to carefully study the job advertisement, to understand what your employer wants from you and to what extent you can bend. on its needs and standards.

Highlight only those skills and competencies that may be useful to you if you get that job and do not waste the recruiter's time with details that are not relevant to him.

Analyze the CVs of people who already have jobs similar to the one you want, in order to make an outline of important skills and competencies for the employer.

Make the connection between the skills and competences mentioned and the experience in the specific section of the CV. Do not lie, do not exaggerate and, especially, do not be reserved in highlighting your qualities; after all, your resume is the form in which you introduce yourself and "sell" yourself to the employer, so use all the arguments to convince him that you are the ideal candidate.

