

Academic and Employability Skills

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'Academic report'

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Introduction

Employability is the set of skills that helps graduates to be employable. It is a positive thing on their career also, because by having employability skills they can advance, get promoted and receive recognition from the employer. This is not just a set of skills but actually who you are and how you will react in the workforce, for example, to be communicative, to be able to work in teams, to be self-organized in matter of time and tasks and so on. The employability skills, if are developed in a proper way may guarantee success. Here come the Academic skills which are enabling you to have the right to follow a chosen career, as in many industries the academic skills are mandatory. This is why studying brings you a positive outcome when we talk about career and promotion. The grade of the Academic skills may be important for some employees which want to see how much effort did you put during studies and how interested you were about the subject but also because in the job you will directly compete with students that graduated the same school or University as you did. In order to stand out among others, there is important to have developed your personal unique set of skills and be able to demonstrate you have them by giving examples from school or life, or simply just tell the employer how you solved a problem to evidence your skills and how you used them. Even if the times are changing and maybe you will not have the same job for the entire life, the good thing is the employability skills are transferable skills that may help you in other positions or even other industry if you change you job at a certain point in time. So, they are helpful and this is why they must be developed and be valued by yourself too. Academic skills may be improved while studying in different methods such as: team-buildings, University, Online Courses, Master's Degrees or even workshops. Another boost for the academic skills are engaging into extra and co-curricular experiences during University because they bring you knowledge and also develop you employability skills such as communication skills, public speaking skills, team work skills, time-management skills and leadership skills if you become in a top position. It is important to know that if you will get a job sooner, it will increase the chances to be on the top someday. (Goldsmiths, n.d.).

Cover letter

The cover letter has the purpose to show why you are good for the employer, what you want to do for the company and what are your qualifications, experience and strength points. It is like an extension of your CV. It is called 'cover letter' because it is used as a cover for the CV. Here are some interesting facts about cover letters:

- 53% of the employers are not accepting only resumes, so they require a cover letter in order to have a better understanding about the applicant and see how it is presenting itself before just writing a bulleted list CV.
- 49% of the employers are saying that they are more attracted to read a CV with a resume than just a resume. So, the cover letter in many cases boost the chances of getting the job you want.
- 70% of employers spend 5 minutes to review an application so the cover letter must be short, but strong detailed in order to catch the employer's attention and move forward by giving you the chance to have an interview.
- 26% of employers do not take into consideration the job applications which do not have a cover letter.
- In the cover letter you are able also to explain the gaps in the career and how you take advantage of the free time, for example, making a course, volunteering, learning a new language and so on.

Usually, a cover letter is meant to explain the extra skills or situation you've been in, the gaps and it is all about catching attention and interest from the employer in order to be hired. (Buffett, 2020).

CV Writing

To start a definition, the CV in the application for a job process is a paramount because if you get it wrong you will face rejections but while the CV is done correctly then the interview requests will not delay to appear. Even if the CV's are each one different, they follow the same structure because it contains a set of skills and previous experiences and studies about someone with the purpose of selling them for an employer and getting the dream job. Also, the CV must contain history of yourself, abilities, achievements and the most important, you should use it as a marketing tool and show the employer why you are good for the job you are seeking. The CV is usually required with a cover letter (you have the description of the cover letter above), because together highlight the good outcome you can bring for the company you want to work in. There are some mandatory sections that must be included in all the CV's:

- Name, professional title and contact details: They must be added at the bottom of the page in order to clarify who is the CV talking about. The name should be used as the title in order not to waste space with the nonsense, 'Curriculum Vitae'. The e-mail and phone number are a must that will be able to get connected by the employer for the interview. Not mandatory but if you have an updated profile of LinkedIn, you should put it on your CV.
- Personal Profile: It is also called professional statement and it includes the most valuable things about you such as a description of who you are and what are your thoughts towards the CV. Here you should highlight the most relevant skills for the job you are applying for. The length of the personal profile must be short but catchy in order to the employer to be interested to analyze the rest of your CV. As help, you should write here who are you, what can you bring to the company as an extra and what are your goals towards career.
- Experience and employment history: as the name of the section says, you should highlight your previous experiences and jobs but also courses, trainings, achievements or volunteering. These experiences must be written in reversed chronological order including: the job title or the position, name of the employer, period of working and a short summary of the role and outcomes, responsibilities, skill or even achievements in

the role sustained by explanations in order to support and prove that what you described is true.

- Education and qualifications: like the experience it has to be dated reversed in order to highlight the most fresh acquisitions in matter of education or qualification.
- Additional sections: are meant to highlight better the skills you have or the achievements in your previous roles on during college or University.
- Hobbies and interests: must be present in order to show how you are in your free time, what are you passionate about and the employer may see if you fit or not in the company. (Content Team, 2020).

Time-management

Nowadays, employers are seeking for time management skills in order to be sure that their employees are able to get their job done in time and accomplish the targets. In order to reach some objectives within the department or team, the employer is seeking for effectiveness and for this is needed good organization and time-management. People who use this tool and develop it, are more effective and they have more chances to have success at work, in life or have a big ascension in the career by paying more attention to immediate goals and not wasting time on non-relevant things or activities while doing their work. In order to increase the revenue of the company, the employers are seeking people which are able to be organized and manage their time more properly. (Doyle, 2019).

Someone who has the time management skills is also a person who is able to adjust, to work under pressure if it's needed. Here is how the time-management skills should be highlighted in the CV:

- Creating and keeping deadlines
- Delegating
- Meeting goals after setting them
- Decision making
- Productiveness
- Teamwork

- Decision making
- Implementing and developing strategies
- Leadership
- Coordination
- Multitasking
- Strategic thinking
- Managing appointments
- Project management

As part of the organizational and time-management skills is the mental organizational skills which is all about concentration or focus, coherent way of thinking and having a good memory. These skills allow you to have a good communication with others, a good focus on details and the possibility to be objective towards problems that may appear. In order to enhance these skills, having a notebook and getting notes about sudden news, changes or new tasks is benefic. Even when you have a moment of inspiration or a new idea comes into your mind, it is good to be written down on a notebook so you can reflect on it later on. Schedules or data bases are also very helpful while having these skills and why not, when wanting to improve them. The mental efficiency skills may be described as:

- Listening skills
- Analyzing skills
- Taking notes
- Developing strategies
- Conflict resolution
- Reflection
- Public speaking

(MacIntosh, n.d.).

Conclusion

As a conclusion, the employability and academic skills are the most relevant factors before meeting the employer and they are meant to catch attention and interest from it. They are going hand in hand because in many industries there is mandatory to have academic skills in order to be hired or to have the right to have a certain career. Employability skills are the ones who enhance and bring some strong points in front of the employer because they are soft skills which are also transferable from a job to another and they are acquired by learning or by outcomes from several situations, good or bad, previous work experiences, life experiences. The academic and employability skills are recorded in the CV, which is highlighting the main qualities in matter of work of an individual but also it's previous experience and the studies it has. The CV must have a certain structure in order to be done correctly and the most important thing is to reveal what positive outcome you can bring to the employer's company. Among with the skills, they need to be described in order to enhance that they are true and valuable. The length of the CV must be of maximum 2 pages and be designed to highlight the relevant skills and studies for the job you are applying for and according to the description of the job. The cover letter is the strong tool of getting hired because most of the employers require it in order to see how the potential employee is able to sell itself in matter of skills and achievements. The cover letter may contain also the positive outcomes that a person can bring to the team or company. All in all, the employability skills and the academic ones need to be very well highlighted and improved during time for more chances to get hired by a company, to develop yourself or to succeed in your career, even to get into the top.

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