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Task: write a report of 2,000 words, in which you provide an analysis of relevant employability skills that you have, or need to develop in the future to gain credibility in search of employment opportunities. You need to consider the perspective of an employer trying to recruit.

In this assessment I will be going over the skills that are needed for a job that I want and analyse the skills that I have and those that I need to gain or improve in order to get this job. I will also look at how the skills are important both to the employee, myself, and the employer. The job which I wish to acquire is an estate agent. This job has many skills that are required some of which I will discuss below.

There are many skills which being an estate agent entails some of which being excellent communication skills, a confident and outgoing manner to gain trust and give reassurance and skills in negotiation. Also, you need to be fully customer centric as most of the job includes liaising with clients. Furthermore, You need to have some marketing experience to market the property and some IT skill. Ambition, drive and charisma are needed to get far in this role as you need to be motivated to increase sales and please clients. As you have to manage many properties at once this job requires a high level of organisation in order to stay on top of things. Finally, you need to be willing to travel to many different places everyday not just the office.

I have many of these skills however need to work on some of them. I have excellent communication skills. I have been in the service industry for a number of years and talk to customers every day so have grown accustomed to meeting and talking to new people. Also, I have a confident and outgoing manner and am very good at negotiating. I use to buy and sell goods and this required a lot of negotiation. I had to buy for as cheap as possible and had to negotiate prices with the suppliers. Also, when selling the goods I needed to persuade customers and sell as high as possible. Another skill I possess is being completely customer centric. In my current job I work on the shop floor with customers every day. I always go above and beyond my duties to ensure the customer has the best possible experience. I am proactive and have the ability to change so this is beneficial to this job. I do not mind travelling to new places everyday and embrace the change rather than going to the same place everyday. I am an ambitious individual and am always striving to exceed targets and reach the next level.

There are a few skills that I still need to gain or develop in order to progress. One of these skills I need to develop is marketing. I have IT skills ,however, I need to work on social media marketing in order to be able to market houses on the property market. This can be achieved by doing research on the internet and learning how to market. Also, I can take courses on marketing and improve my skills. Furthermore, I need to improve my ability to organise multiple things at once as this job entails managing multiple properties at once. This can be achieved with good planning and setting targets.

Based on the above I would say I'm fairly suited to get this job however there are a few things I have to do and improve upon. Firstly, I need to learn how to market online which can be achieved through online courses. Also, I need to fine tune my ability to organise multiple things at once which can be achieved by planning and setting targets. After looking at some job descriptions of a real estate agent I believe I have many of the skills that the employer is looking for. Therefore, after doing both of these things mentioned above I believe I can confidently get this job.

Bibliography:

I did not need any sources to answer the question as it is a personal question.