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| Consider some of the skills that are attractive to recruiters. Based on your education, extracurricular activities, interests and work experience please rate your current level of confidence in proving these skills. Think about how you could evidence them with specific examples that demonstrate having such skills. Once this exercise is complete identify possible actions to take to address areas that you could improve upon in the coming months. Remember, that like any skill, just because you how low confidence in a particular skill now does not mean that it has to stay that way. If you put your mind to it and put in the practice, you will improve. You can revisit this audit again in the coming months to help you to monitor and confirm your own progress. |
| **1 Not confident 5 Very Confident** | **Confidence I can prove this (1-5)** | **My evidence will come from** |
| Planning and Organising |  |  |
| Working in team |  |  |
| Written Communication |  |  |
| **1 Not confident 5 Very Confident** | **Confidence I can prove this (1-5)** | **My evidence will come from** |
| Verbal Communication |  |  |
| Problem Solving |  |  |
| Commercial Awareness |  |  |
| Persuasion |  |  |

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| **1 Not confident 5 Very Confident** | **Confidence I can prove this (1-5)** | **My evidence will come from** |
| Assertiveness |  |  |
| Accuracy and Attention to Detail |  |  |
| Enthusiasm/Motivation |  |  |

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| **1 Not confident 5 Very Confident** | **Confidence I can prove this (1-5)** | **My evidence will come from** |
| Leadership |  |  |
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