

# Conclusion

Employability skills and personal values are the critical tools and traits you need to succeed in the workplace and they are all elements that you can learn, develop, and maintain over your lifetime.

Once you have recognised the sought-after skills and values you possess, remember to document them and promote them (in your resume, cover letter, and interview answers) for job-search success.

*For industry specific information explore the following websites for information:*

[www.myfuture.edu.au](http://www.myfuture.edu.au)

[www.jobsearch.gov.au/joboutlook/](http://www.jobsearch.gov.au/joboutlook/)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.defencejobs.gov.au](http://www.defencejobs.gov.au)

[www.chef.org.au](http://www.chef.org.au)

[www.autocareers.com.au](http://www.autocareers.com.au)

[www.ruralskills.com.au/ontrack](http://www.ruralskills.com.au/ontrack)

[www.makeit.net.au](http://www.makeit.net.au)

[www.bigplans.com.au](http://www.bigplans.com.au)

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## Employability Skills, What you need to know!



# Introduction..

**Employability skills** are defined as 'skills required not only to gain employment, but also to progress within an enterprise to achieve one's potential and contribute successfully to strategic directions'.



Most job-seekers wish they knew how to win the hearts and minds of employers. They wonder, 'What?' are those unique skills and values that make employers go "I want her/him?" Job-seekers wonder "How can I impress and show an employer that I will be a valuable hard working employee?"

Employers are looking for a specific set of skills from job-seekers that match the skills necessary to carry out and perform a particular job. But beyond these job-specific technical skills, certain skills and personal attributes are commonly sought by employers. The good news is, most job-seekers already possess these skills and or attributes to some degree.

# Most sought after qualities..

So, what are these critical **employability skills** that employers demand of job-seekers?

**Communication**

**Team Work**

**Problem-Solving**

**Initiative and enterprise**

**Planning and organising**

**Self Management**

**Learning ability**

**Technology**

Of equal importance to these skills are the values, personality traits, and personal characteristics that employers seek. Look for ways to weave examples of these characteristics into your resume, cover letters, and answers to interview questions.



# Personal Values..

Here is our list of the most important values, personality traits and characteristics.

**Loyalty**

**Commitment**

**Honesty and integrity**

**Enthusiasm**

**Reliability**

**Personal presentation**

**Commonsense**

**A positive self-esteem**

**Sense of humour**

**Balanced attitude to work and home life**

**Ability to deal with pressure**

**Motivation**

**Adaptability**



Any of these skills and values can improve your 'Employability' status and increase your chances of gaining that dream job.