



SKILLS SUMMARY

Jane Doe

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BIOGRAPHY

A 6th year student, interested in sports and music. I am hoping to do a course in sports when I am finished school. I have been with the Saturday Youth Group for the past 3 years.

SUMMARY

	Level 1 Competent	Level 2 Proficient	Level 3 Mastered
Ethics & Integrity	●	●	●
Communication Skills	●	●	●
Interpersonal Skills	●	●	●
Teamwork	●	●	●

MY EXPERIENCE

Ethics & Integrity

Ethics and Integrity Level 1 Example

When someone in my area was being given a hard time by some lads I know, I confronted them about it and said that it wasn't fair just because he was different to them. Actually he was pretty cool, he was really good at computer games, so I showed the lads this and even though they aren't friends, they don't bother him anymore because they see something in common.

Ethics and Integrity Level 3 Example

In my last work at the local Spar in Castlebar, I treated everyone that came here equally and put my best foot forward. The managers noticed this and gave me more duties from that.

Ethics & Integrity Example 2

Ethics and Integrity Level 2 Example

I know recently I could have not done my school work, not being in school but doing it all from home, but I tried my best to do it during the day because I know its only to my benefit in the end.

Communication Skills

Listening

I work hard to listen to other people's needs and adapt as much as possible, to get the best possible outcome!

Reaching Compromise

When I am in a group, trying to make a decision and people have different ideas of what we should do. I try to listen to everyone equally and see if we can come up with a compromise so everyone is happy.

Communicating clearly and confidently

When I am giving a presentation, or communicating in general, I remember to speak clearly and confidently and to use good body language like to stand up straight or shake hands and introduce myself to someone I don't know.

Interpersonal Skills

Respect

I respect the opinions of other people, even if we disagree. Sometimes even just having a conversation, sometimes I find I understand where their opinion comes from, or even change my mind too!

Including Everyone

At school, I often notice if someone is being singled out and I try to find ways to be friendly to them as much as I can. For example, last week I had lunch in the canteen with this girl who is new, and we actually have a lot in common.

Interpersonal Skills Level 3 Example

When I started a new job at the local supermarket, I worked hard to get off on a good foot with everyone working there and built strong work relationships.

Teamwork

Problem solving

I try to work hard within my Saturday Youth Group to think creatively when we are coming up with solutions to any problems we might have. For example, when we went into lockdown, we worked hard as a group to come up with an online way to do our disco.

Team player

I try to be a team player when I'm in a team and listen to those who have taken on the role of managing the project.

Team Morale

I work hard to keep team spirits up when working in a group, like bringing in treats for the group sometimes when we are having a tough week!

Skills Summary is an online tool that captures the skills people gain by participating in non-formal education, such as youth work, volunteering and other opportunities outside the classroom. The Skills Summary (an additional document that can be put with a CV) highlights the invaluable life skills that a person has, and is working on, as well documenting examples and endorsements from those who have worked with and have experience with this person.

Skills Summary is a partnership project between the [National Youth Council of Ireland](#), SpunOut.ie, and Accenture. It is funded by the Department of Children, Equality, Disability, Integration and Youth and recognised as a measurement tool in the Youth Employability Initiative.

www.skillssummary.ie