

# How to come up with examples for your Skills Summary by Aidan

## Video transcript and description

Aidan (19) talks about his experience coming up with examples for his Skills Summary

Hi, my name is Aidan and I'm here with Skills Summary to help with coming up with good personal examples to show off your skills.

The first skill I'd like to talk about is leadership. This is a very important soft skill to learn that can apply to almost any job you can think of. There are many different ways you could demonstrate this skill, such as:

being a part of a sports team, taking initiative in your local community or even through school projects.

I'm going to write about my experience with school projects and highlight how I used leadership skills within these projects to my advantage.

[ The following text is shown on the screen:

Leadership skills – level 1: personal example

- Title: School projects
- Please Provide an example for Leadership Level 1: When I worked as a part of a team on school projects, I took into account the strengths and weaknesses of the people around me to help delegate work in a way that will optimise our efficiency and quality of work. ]

Now I can submit this example and move on to the next one, which will be IT skills. Here you can show potential employers how you keep yourself connected to the online world. In school, you may have learned how to use programmes such as Powerpoint or Excel or if you needed to do something more creative you may have used Photoshop or Canva. These types of skills can translate really well into

a work environment and showing how you used them to solve a specific problem is a great thing for employers to see. For my first example, I want to show off how I use the internet to my advantage in my daily life. For each person this will be different but I'm sure there is some way that you yourself use the internet to your advantage. For me in particular, I use the internet a lot to learn the skills I need to complete projects so that is what I have chosen to highlight.

[ The following text is shown on the screen:

IT skills – level 1: personal example

- Title: Applications
- Please Provide an example for IT Skills Level 1: In school and my own personal life I have familiarised myself with many different applications such as Microsoft Office and Python. I used online resources to teach myself how to use these programs and was able to complete projects using them. ]

Since I really want to highlight these skills, I will go ahead and go to level 2 and put in another example. Here I'm going to highlight how I use technology in my daily life to my advantage. I'll do this by giving a specific example of an app that I use daily. In my case I use an app called "To do" to keep track of things I need to get done.

[ The following text is shown on the screen:

IT skills – level 2: personal example

- Title: My Laptop
- Please Provide an example for IT Skills Level 2: I keep my laptop close to me at all times and love finding new ways that I can use different applications to make my everyday goals easier, for example I've used Microsoft "to do" app to allow me to keep track of all the things I want to get done in a day. ]

Finally, I want to give an example for my organisational skills.

There's many different aspects of organisation you could talk about here. You can talk about how you organise your time, for example: do you keep a calendar or a

timetable? How do you set reminders for yourself? How do you keep important documents organised? Have you ever been involved in organising an event? A simple example that I'm going to use is how I kept track of my Leaving Cert notes by organising everything into bookmark folders on Google Chrome.

[ The following text is shown on the screen:

Organisation skills – level 1: personal example

- Title: My Laptop
- Please Provide an example for Organisation Skills Level 2: During my Leaving cert I kept a folder on my bookmarks tab for each of my subject so that it would be easy for me to find material later such as exam questions, notes or useful websites. ]

Now that I've got some good examples down, I can go ahead and download a PDF of my Skills Summary.

I can attach this PDF along with my CV or even just use it as a way to practice talking about my skills.