

Employability Skills



Transferable skills, personal qualities and values that enable you to thrive in any workplace. Employers look for candidates with a wide range of **employability (soft) skills** to complement their job-specific skills and study. Employability skills include communication skills, teamwork, work ethic, initiative, adaptability, resilience, positive attitude, problem solving, organisation and time management.

Employers often value these skills the most as they are seeking someone who will be a **good fit** for their business. Make sure you highlight your relevant soft skills when applying for a job and provide examples how you developed and used them in practice.

Experience



Academic qualifications and good grades are not the only way to boost your career. You should aim to gain **real life experiences** to enhance your employability skills. These experiences will also provide you with examples for your job applications and demonstrate your motivation and proactive approach.

Seek internships, vacation programs, voluntary and casual employment relevant to your field if possible. Get involved in student clubs and societies. Make the most of group projects, community work, exchange programs and mentoring. Maintain records of all your experiences and skills you developed and refined.

Qualifications



While it is true that many industries look for specific degrees, such as engineering, cyber security, health or law, there are a lot of employers that consider students from any discipline. In other words, there may be opportunities for you with employers that you might not initially think of. To find out about such opportunities you need to proactively seek contact with recruiters and industry professionals.

Employers are often looking for people with the right set of employability skills, attitudes and values. During the selection process you must demonstrate genuine interest in the company and commitment to lifelong learning and professional development.

Contact your Career Service for more information and personalised assistance with your job applications.