



What is an employer really looking for in applicants?

- Interpersonal and communication skills (written and oral)
- Commitment
- Enthusiasm
- Industry knowledge
- Calibre of academic results
- Cultural fit
- Work experience
- Teamwork
- Emotional intelligence (including self-awareness, confidence, motivation)
- Activities (including intra and extracurricular)

Take my advice – always demonstrate your skills by providing specific examples.

It's important to remember that while some employers can place emphasis on one or more of these skills and attributes when hiring, it doesn't mean these are the only skills they're looking for. Even if you have had not had much work experience, it doesn't mean you do not have these skills. You may find that your part time job or extracurricular activity like a sports club or community group you are a member of has transferrable skills that can be utilized in a job role.

Researching about the company online and speaking with friends who have gone through the process previously; or contacting someone from the organization to ascertain the expectations are great ways to learn which skills and attributes are being sought.

If your skills need updating to fit into today's job market, please visit our Training / eLearning page for a list of affordable courses you can complete at your pace.