1. **Communication Skills:** Give examples of where you use your communication skills in daily life both written and verbal. This could include dealing with customers, answering emails or taking telephone calls.	
2. **Problem-Solving:** Employers value people who can look at a situation, identify the problem and come up with solutions. Think of a time when you have had to solve a problem.	
3. **Adaptability:** Give an example of why you have had to adapt to change or learn new skills.	
4. **Time Management:** Think about a time when you have had to juggle many different tasks or meet a deadline. How did you manage this?	
5. **Teamwork and Collaboration:** When have you had to work with a group of people to get things done? How did you manage this and what difficulties did you have to overcome?	
6. **Leadership Skills:** Even if you're not in a leadership role you might have had to motivate others or take the initiative. Is there a time when you have had to do this either in education or at work.	

7. **Creativity:** Employers seek individuals who can think of different ways of achieving things. Can you think of a way in which you have used your creative skills to overcome a problem?	
8. **Digital Literacy:** In our increasingly digital world, having a basic understanding of technology and the ability to adapt to new software and tools is essential. Think about what digital tools you possess and give examples.	
9. **Emotional Intelligence:** This involves understanding and managing your own emotions as well as being understanding towards others. Can you think of a time when you have had to diffuse a difficult situation or argument or have you helped support someone who is going through a difficult time?	
10. **Networking:** Building and maintaining professional relationships is invaluable. Has there been a time when you have networked with business people? This might be through attending an event or taking part in the Junior Achievement Company Programme.	
11. **Project Management:** Being able to plan and complete a project on time is a skill valued by employers. Can you think of an example when you have done this? Did you use any software tools to keep you on track?	