



Skills and Personal Qualities

In addition to the information resources listed under qualifications, job advertisements are an ideal source of information on the personal qualities and skills employers are looking for. We all have a different set of skills and personal qualities, the ideal is to find the careers to which yours are best suited.

Some skills can or must be gained through training e.g. computer or accounting skills. To find courses for the skills you would like to gain refer to the Course Information section on our website.

The following are lists of skills and personal qualities employers might look for.

Skills

- Management
- Adaptability/Flexibility
- Computer
- Time Management
- Financial
- Technical skills related to the job
- Communication/Interpersonal skills
- Team Working
- Administration
- Research
- Leadership
- Problem Solving & Decision Making
- Initiative/ Self-Motivation

Personal Qualities

- Willingness to learn
- Co-operative
- Conscientious
- Hardworking
- Punctual
- Diplomatic
- Positive attitude
- Enthusiastic