

There are many skills we naturally associate with military work, including teamwork, discipline, fitness, timekeeping, working under pressure, adapting to new environments, and being able to dress smartly! But these are not the only skills, and the military is not the only environment where skills are gained. The JobOppO team want to help you unpick your skills and increase your self-awareness – so please read on!

Throughout our lives and careers, we continue to expand and develop our skillset, and this is not exclusive to the workplace. We do this in a variety of other environments including;

- Home and family
- Volunteering, which includes coaching, organising events, fundraising, community work and any other times that you are not being paid as part of the role
- Sports and hobbies
- Competitions and challenges

We call these transferable skills as they can be used in many different jobs, career paths or in everyday life. However, when searching for work it can become daunting to see required skills listed as part of a job advert and many veterans don't back themselves.

It is likely that you have used most, if not all, of these skills at some point throughout your life in a variety of roles and situations. To do this you can look at previous roles that you have held, both professionally and personally. When doing so consider what skills were learned and used. As an example, we can look at some of the skills that would be required of a Corporal like JobOppO Jane, a Leading Hand within a military environment.

This person would be responsible for the supervision and mentoring of junior staff members. They would have managed projects, planned tasks, met deadlines, and shown leadership. The role would also involve communication of various types and methods as well as providing motivation, teamwork, discipline and proving adaptable.

This allows you to start building up an understanding of the skills used within that role. These can be put into a chart as illustrated below.

# Your Hidden Skills

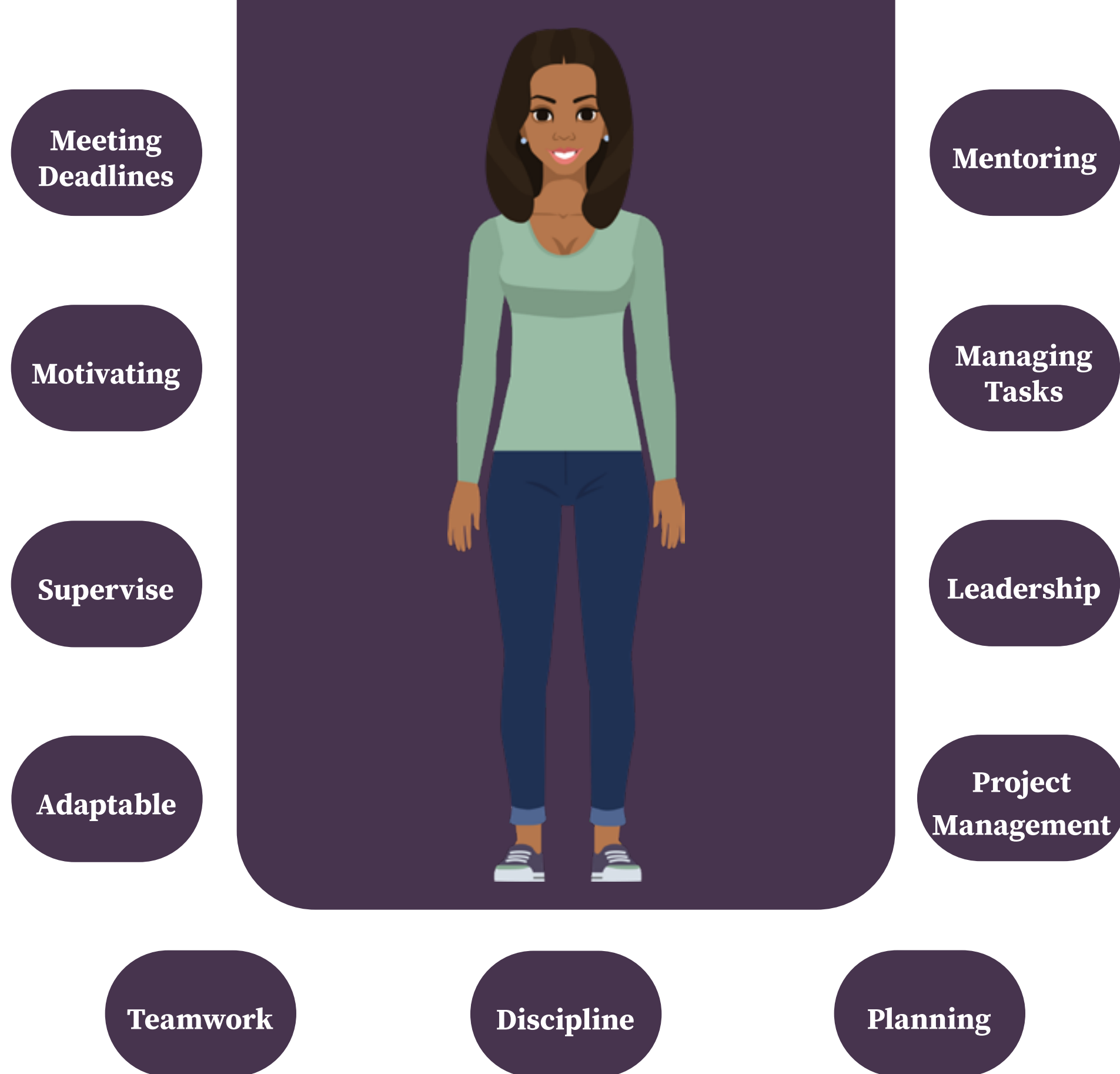
## Wanted - Workshop Manager

An exciting new role has become available within our busy engineering workshop. The role will involve managing a team of 15 engineers, engineers' mates, and support staff.

Skills required:

- Leading and motivating others.
- Communication, including updates to the SLT.
- Meeting deadlines.
- Planning/managing tasks.
- Project management.
- Promoting discipline, timekeeping and teamwork.





No longer is this person just a Corporal or Leading Hand. They have a wide range of transferable skills that can be used across a range of roles, not just those listed.

The next challenge is to get these skills into your CV, and if relevant into your application and/or covering letter. This will help your CV highlight these skills rather than just the jobs that you have held.

We can do this in 3 stages

**Step 1**  
**Gather your information**

- Consider previous or present job roles, volunteering, training, sports, hobbies, challenges, events, etc.
- Look for any information or evidence that you have that relate to these i.e., appraisals, course outcomes, bonuses, commendations, or promotions.

**Step 2**  
**List the skills**

- For each of these roles, list the skills that you used.
- Ask colleagues, friends, and family what skills they consider you to have.
- We have included a handy worksheet to help you with this.

**Step 3**  
**Build them into your CV**

- Tailor your CV to the role that you are applying for by including the skills that they have listed in the job advert or person specification.
- When listing previous roles include the skills that you used and your achievements.

By doing this you are allowing the potential employer to start to build up an image of what it is that you can do, not just what you have done. Importantly, they will be able to see what you will bring to their organisation.

There is a worksheet included that can be copied and used to list skills that you used in your current and previous roles. We are sure this exercise will increase your confidence and ensure you appreciate how valued you, and your skills, will be to a future employer.

# JobOppO Skills Exploration Worksheet



Role:

Organisation:

What did the job involve?

What 5 skills did I use most?

- 1.
- 2.
- 3.
- 4.
- 5.

What training did I complete?

What 3 things did other people say that I was good at?

- 1.
- 2.
- 3.

What were my successes and achievements?  
Including promotions, awards, commendations, thank you, compliments, etc.