

Job Hunting Skills Matrix

Examples of activities and soft skills covered by the 220 Soft guides.

ACTIVITY	SOFT SKILLS								
	Communication	Confidence	Autonomy	Motivation	Related work Values	Self-Esteem	Positive Attitude	Problem Solving	Coping with Pressure
Creating an effective CV			✓	✓	✓		✓		
Creative approaches to CVs		✓	✓				✓	✓	
Sending your CV by email	✓	✓	✓	✓					
How to create a personal mission statement	✓		✓		✓	✓	✓		
How to write a good covering letter	✓		✓				✓		
How to write a good speculative letter	✓		✓				✓		
Telephone techniques	✓	✓				✓	✓	✓	
Analysing Vacancies	✓		✓	✓			✓	✓	
Consider different types of work		✓	✓		✓			✓	
Recognising transferable skills		✓	✓		✓	✓			
Preparing for an interview	✓			✓			✓	✓	
Interviews and personal presentation		✓				✓			
Interview techniques	✓						✓		
Questions you may be asked at an interview	✓	✓					✓		✓
Post interview and follow up			✓			✓	✓		
Coping with setbacks	✓	✓						✓	✓
Where to find a job & hidden jobs	✓			✓			✓	✓	
Local labour market	✓					✓		✓	
Starting and keeping a job	✓		✓		✓		✓		✓