

CV GUIDE

suggestions to improve employability

- **Focus on chemistry and positive energy** while networking and not on “higher/lower-than-me” considerations.
- Have at times cups of coffee with people in your professional network, as **nothing can beat human contact**. So instead of relying on online contact only, appreciate the role of non-verbal communication in bonding processes. After all, to like someone after a proper conversation is much more valuable than a virtual like.
- **Urge friends to criticise you**, even unsolicited, as this is the best way to keep on developing your personality and skills. Nothing is as rewarding as well-meant and well-founded criticism. Proverb 27:6 in the Bible tells it all: “Wounds from a sincere friend are better than many kisses from an enemy.”
- **Learn** to distinguish right from wrong advice. Even the best advisers give wrong advice at times. The best indicator is your inner voice, which likely becomes more reliable when you get older.
- **Do not copy routines** of successful people without first checking whether they suit your personality.
- **Find a productive balance** between giving and taking as -if you do- they will beneficially reinforce each other.
- **Be honest to yourself** and accept the things you are not good at. This could save much time, energy and disappointment.
- **Find a productive balance** between what you like, what you are able at and what the labour market demands.
- **Focus mainly on a couple of your interests and skills**. This makes it easier to become excellent at certain things and make a difference on the labour market.
- However, **take** at times **assignments/jobs that bring you out of your comfort zone**. They will challenge you and help to further improve yourself.
- Try to see something **positive** in every “no” you hear or read (this may be the hardest to do). Success is not only about how you perform after receiving the green light to do a job or assignment, but also how you deal with setbacks. A “no” means that one door won’t open for you, but -from a positive, constructive and forward-looking angle- also implies that you have room to open other doors. Sometimes you simply have to knock on 10 or 100 doors before someone eventually opens the door. Actually, you will find it easier to do something with this suggestion once you have found a way to follow-up on the previous ones.

Soft skills needed by employers nowadays

- Adaptability
- Analytical and Quantitative Skills
- Collaboration
- Computer/Technological Skills
- Contextualizing or Seeing the Big Picture
- Creativity
- Curiosity and Learning Desire
- Emotional Intelligence
- Excellent Communication and Interpersonal Skills
- Leadership
- Persuasion
- Positive Attitude
- Time Management

REFLECTION: which of these skills are your strengths?