



SKILLS CV ACTIVITY

A Skills CV

Building a Skills CV can allow you to record and evidence the skills you have and identify when further development might be valuable.

A Skills CV should be a 'living' document, one that you add to throughout your career, updating and refreshing as you have new experiences and take on new roles.

Getting started

1. Set up a document perhaps in word or excel (whichever is your preferred method) or use the template provided.
2. Set up a table with 4 columns.

Skill	Situation	Notes and wording	Date
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