



MY SKILLS

How confident are you? 1 = Not confident confident 3 = Getting there 5 = Very confident

Tick ONE box in each row

👉 There are no wrong answers



PRACTICAL SKILLS I HAVE

Skills	1	2	3	4	5
I clean and keep things tidy					
I cook or prepare food					
I use a till or handle money					
I help customers or people					
I answer the phone politely					
I fill in forms (paper or online)					
I use a smartphone (calls, apps)					
I send and read emails					
I use a computer					
I organise and manage a home					



PEOPLE SKILLS I HAVE

Skills	1	2	3	4	5
I work well with other people					
I communicate clearly					
I listen carefully to others					
I am patient with others					

I stay calm in difficult situations					
I support and help other people					
I build trust with people					
I can solve problems					
I take responsibility for my work					
I am reliable (I do what I say)					

EVERYDAY WORK SKILLS

Skills	1	2	3	4	5
I manage my time well					
I plan and organise tasks					
I prioritise what is important					
I follow instructions carefully					
I learn new things					
I adapt to new situations					
I manage more than one task at the same time					
I make decisions in daily situations					
I handle stress and pressure					
I help children or others with learning or tasks					

MY STRONGEST SKILLS

(Choose 3–5)

SKILLS I WANT TO IMPROVE

MY PROFILE (CV SUMMARY)

Your profile is a short paragraph at the top of your CV.
It tells the employer:

- who you are
- what you are good at
- what work you are looking for

STEP 1: THINK ABOUT YOUR STRENGTHS

Write 3–5 words about you:

1. _____
2. _____
3. _____
4. _____
5. _____

 *Examples: reliable, kind, hardworking, organised, friendly*

STEP 2: WHAT WORK DO YOU WANT?

What kind of work are you looking for?

 *Examples: cleaning, childcare, kitchen, shop, care work*

STEP 3: WHAT ARE YOU GOOD AT?

What skills do you use in daily life or past work?

 Examples:

Working with people | Organisation | Cleaning | Cooking | Helping others | Managing time

STEP 4: READ THE EXAMPLES

Choose one that is similar to you:

1. I am a reliable and friendly person. I enjoy working with people and always do my best.
2. I am a hardworking and practical person. I enjoy cleaning and keeping things organised.
3. I am a kind and patient person. I enjoy helping others and supporting people.
4. I am organised and responsible. I am good at managing time and daily tasks.
5. I am motivated and ready to return to work. I am willing to learn and improve my skills.

STEP 5: WRITE YOUR PROFILE

Write 2–4 sentences:

👉 **Keep it simple. Short sentences are good.**



WORK EXPERIENCE



EXAMPLE

Job / Role: Mother / Home Manager

Place: Home

From – To: 2016 - Present

What did you do:

- Managed daily routines and responsibilities
- Looked after children
- Cooked meals and managed food preparation
- Maintained a clean and organised home
- Organised shopping and household needs
- Helped with school (homework, drop-off, pick-up)
- Managed time and multiple tasks
- Provided care and support for family members

Job / Role: _____

Place: _____

From – To: _____

What did you do:

Job / Role: _____

Place: _____

From – To: _____

What did you do:

Job / Role: _____

Place: _____

From – To: _____

What did you do:

Job / Role: _____

Place: _____

From – To: _____

What did you do:



EDUCATION & TRAINING

Write your education or any courses. All education is important to mention and nothing is too small.

This can include:

- school
- short courses

- training
- online learning

YOUR EDUCATION

School / Course: _____

Place: _____

Year: _____

 Examples:


- English course
- Computer course
- School education

LANGUAGES

Write the languages you speak.

Language: _____ Level: _____


Language: _____ Level: _____

 Example:

- English — Basic
- Romanian — Native

HOBBIES & INTERESTS & Additional information

What do you enjoy doing?

 Examples:

Cooking | Walking | Helping people | Reading | Spending time with family | Learning new things | Knitting | Painting | Signing | Running

 **Additional information**

What other things are important to know?

 Examples:

Available for part-time work | Available weekends | Driving licence