

Employability Cheat Sheet

Here are some phrases you can use to demonstrate skills you may have developed:

- Gathered feedback and represented views of students from a range of backgrounds
- Used imaginative methods to identify issues and problem solve
- Built strong relationships with senior managers based on trust and credibility
- Collaborated with reps across courses/departments/faculties to achieve shared goals
- Negotiated with staff to achieve the best solutions for students
- Created an approachable environment where students felt comfortable to share issues
- Gained an understanding of professional conduct
- Explored methods of gathering survey data
- Analysed and interpreted data and feeding back to a diverse audience
- Presented confidently in official university meetings
- Utilised social media to engage with students
- Gain an understanding of campaigning methods within a university context
- Managed time effectively to balance my volunteer role on top of academic workload

Top tips for using the phrases for application, CV's, LinkedIn

- Change them to make them your own, the more specific the better!
- Make sure to also give examples of how you have demonstrated the skills you have developed, give quantitative data. Such as "increased survey participation of module evaluations by 25%"
- Remember to shape the skills you list to suit the job you apply for; you might have demonstrated all these skills but only a handful might be relevant for your potential employer to read!

CV Examples

Academic Rep / Bath University

SEPTEMBER 2020- MAY 2021

Elected as the Academic Representative for my cohort, I developed a strong working relationship with senior managers and became a critical link between staff and students to continuously develop the student experience. I successfully collaborated with staff to problem solve issue that my cohort had, resulting in student satisfaction reported in our module evaluations to raise by 25% compared the year

Academic Rep / Bath University

SEPTEMBER 2019- MAY 2021

Elected and re-elected as the Academic Representative for my cohort it was my responsibility to be the key link between senior managers and students. I was able to effectively represent students using data collection, successfully canvassing over 80% of the cohort.