My skills-matching matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")

Name _____ Date _____

The job I am interested in: _____

What the job description states – key words			
Item	**Skills**	**Personal Qualities / Attributes**	**Experience / Qualifications**

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Name _____ Date _____

	What the person specification states – key words		
Item	**Skills**	**Personal Qualities / Attributes**	**Experience / Qualifications**

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Name _____ Date _____

What the job needs				What I have		
Skills	**Personal qualities / attributes**	**Experience and qualifications**		**Skills**	**Personal qualities / attributes**	**Experience and qualifications**

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Name _____ Date _____

Evidence matching sheet (my master matrix)

Item	Job key words	My key words	My evidence / supporting statement

My skills-matching matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")

Name _____   Date _____

Evidence matching sheet (my master matrix) - continued

Item	Job key words	My key words	My evidence / supporting statement

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Teaching notes

I put this together when I found so many of my learners trying to hone their employability skills did not know what a lot of the words on job descriptions meant.

The idea of **My skills-matching matrix** is for learners to create a "master sheet" of their own skills and attributes and give each item a reference number. Then they can go through the keywords on a job advert they are interested in and reference their own skills and attributes. When they come to complete cover letters or personal statement, half the work will have already been accomplished in a logical fashion.

This may sound complex but it is actually quite easy to do and, once a student has completed their own 'master sheet' they can use it again and again for any job they are applying for. I found it worked very well for my students.

There are two other linked resources that can also help students get to grips with the keywords used in Job Descriptions and Person Specifications. Both are available on www.skillsworkshop.org.

Childcare sample job skills & CV is an exemplar job description for a childcare position and an applicant's CV. Items can be taken from that and the teacher can model how to put them into the matrix.

Definition matching cards: job skills and attributes
Best laminated and cut into cards. Learners to work in pairs or threes to match the cards. Can be used alone or in conjunction with the two resources described here.

Kathy Crockford, June 2021.

Covers many Reformed Functional English content descriptors, including:
Reading
FE E3.11 Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types)
FE L1.17 Read and understand a range of specialist words in context
Writing
FE L1.24 Use format, structure and language appropriate for audience and purpose
FE L2.25 Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)