

EMPLOYABILITY RESOURCES

SCHOOL LEAVERS



If you are about to leave school or college, or if you have recently left and are now looking to join the world of work, read on for our top tips on boosting your skills, creating a LinkedIn profile and CV writing.

BOOST YOUR SKILLS!



Employers often say that recruiting someone with the right skills is just as important as qualifications. But what are the skills they are looking for, and how can you develop them? Can you even build these skills when you're still in education, working, or looking for work? We have put together the following resource to give you ideas on how to help you boost your skills ready for your step into employment.

Employers typically seek a combination of technical and soft skills from school leavers. While the specific skills may vary depending on the industry and job role, here are some commonly valued skills:

Communication Skills:

The ability to express ideas clearly, both verbally and in writing, is crucial in a professional setting.

Teamwork and Collaboration:

Employers look for individuals who can work effectively in a team, contribute ideas, and collaborate to achieve common goals.

Problem-Solving Skills:

The capacity to analyse situations, identify challenges, and develop effective solutions is highly valued.

Adaptability and Flexibility:

Being adaptable to change and flexible in handling different tasks and responsibilities is important in dynamic work environments.

Time Management:

The ability to prioritise tasks, manage time efficiently, and meet deadlines is a valuable skill in any job.

Critical Thinking:

Employers appreciate individuals who can think critically, analyse information, and make informed decisions.

Digital Literacy:

Proficiency in using digital tools and technology is increasingly important across various industries.

Initiative and Motivation:

Employers look for candidates who take initiative, show motivation, and are proactive in their approach to work.

Customer Service Skills:

For roles involving interaction with clients or customers, employers value individuals with strong customer service and interpersonal skills.

Basic Technical Skills:

Depending on the industry, basic technical skills relevant to the job role (e.g., computer skills, data entry, basic coding) may be necessary.

Attention to Detail:

Being thorough and paying attention to detail is essential, especially in roles that involve accuracy and precision.

Leadership Potential:

Even for entry-level positions, employers may look for individuals who demonstrate leadership potential through extracurricular activities or other experiences.

Resilience and Perseverance:

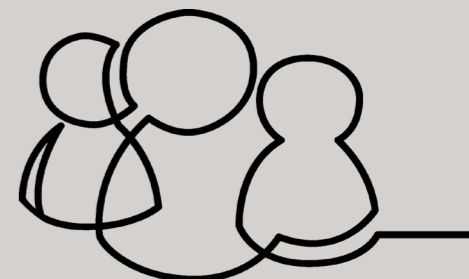
The ability to bounce back from setbacks, handle pressure, and persevere in the face of challenges is highly regarded.

Ethical Judgment:

Demonstrating ethical judgment and integrity is crucial for building trust with employers and colleagues.

Networking Skills:

The ability to build professional relationships and network within the industry can be beneficial for career growth.



School leavers who can showcase a combination of these skills on their CVs and during interviews are likely to be more competitive in the job market. Additionally, a willingness to learn and a positive attitude are qualities that many employers highly value in entry-level candidates.

So how can you start to build these skills ready to start looking for employment? Take a look at some of the suggestions below to start boosting your skills and building up your CV:

Volunteering:

Giving back to a community can really grow your confidence and looks great on your CV. There are lots of volunteering opportunities out there, perhaps some volunteering at your local hospital, particularly if you are interested in joining the NHS as a career.

Work Experience:

Whether you go and spend a day, a week or a fortnight at an employer you will gain valuable skills. It is a great way to learn the ways of the business world and what different work environments are like. It provides hands-on experience and helps develop practical skills relevant to the job market.

Part-time work:

Have you thought about a Saturday job? Perhaps doing customer service or even helping parents in their businesses. Doing some work alongside your studies doesn't just show that you can handle responsibility and are keen to work. Think about all of the different skills you can start to develop in a first job. There's customer care, teamwork, time management...tons of things you can big up in an interview situation! When you list your key responsibilities for a role in your CV, make sure to highlight the parts that can demonstrate skills such as this.

Online Courses and Certifications:

Taking online courses or earning certifications in areas related to the desired field can demonstrate commitment and competence to potential employers.

Networking:

Building a professional network by attending industry events, joining online forums, and connecting with professionals in the field can open doors to job opportunities.

Soft Skills Development:

Cultivating soft skills such as communication, teamwork, and problem-solving is crucial. These skills are often sought by employers and contribute to overall workplace success.

Extracurricular Activities or Projects:

Having just left school, employers will understand that you may have little in terms of work experience on your CV, however, hobbies, extra-curricular activities or projects can provide a platform to showcase soft skills such as teamwork, leadership, communication, and time management. These skills are often transferable to the workplace and can enhance your overall employability.

Seeking Guidance:

Seeking advice from career counsellors, mentors, or professionals in the chosen field can provide valuable insights and guidance on skill development and job-seeking strategies.

Building a Digital Presence:

Creating a professional online presence through platforms like LinkedIn can help you showcase your skills, connect with professionals, and stay updated on industry trends. Carry on reading below on advice on how to set up a good LinkedIn profile.

By proactively engaging in these activities, school leavers can not only boost their skills but also demonstrate to potential employers their commitment to personal and professional growth.





As you come to the end of your time at school, you have to consider your next steps; whether that's going to university, looking for an apprenticeship or jumping straight into the world of work. [LinkedIn](#) is a great way for you to let people know who you are, what skills you have and what you're interested in.

Creating a LinkedIn profile as a school leaver can significantly boost your professional presence. Here are some top tips to help you craft an effective LinkedIn profile:

Professional Photo:

Profiles with an image are 11 times more likely to be viewed. Choose a [professional-looking profile picture](#). It doesn't have to be taken by a professional photographer, but ensure that you look approachable and well-presented.

Concise Headline:

Craft a [concise headline](#) that reflects your current status and aspirations. For example, you might include your field of interest or the type of job you're seeking.

Customised URL:

Personalise [your LinkedIn URL](#) to make it more professional. Ideally, use a variation of your name, making it easier for others to find and remember.

Compelling Summary:

Write a compelling summary that provides a snapshot of who you are, your skills, and your career goals. Keep it concise, engaging, and focused on what you bring to the professional world.

Education Details:

Include information about your education, highlighting any relevant achievements or coursework. Mention any extracurricular activities or honours that demonstrate your well-roundedness.

Skills Showcase:

List key skills relevant to your desired industry. This not only helps potential employers understand your strengths but also increases the likelihood of being discovered through skill-specific searches. A list of relevant skills on your profile helps you showcase your abilities to other members, like your colleagues and recruiters. It helps other understand your strengths. Once you add your skills, your connections can endorse them. If someone endorses your skills, it will increase the likelihood of you being discovered for opportunities related to the skills you possess. You can also take assessments for the skills you've listed on your profile to showcase your proficiency.

Request recommendations from your connections:

A [recommendation](#) is written to recognise or commend a connection, such as a colleague, business partner, or student. There's no limit to the number of recommendations you can request for. Once you accept a recommendation written by a connection, it becomes visible to your network by default. You can also hide recommendations that you think don't suit your professional goals.

Experience (Including Internships and Part-Time Jobs or Work Experience):

Detail any work experience, including internships or part-time jobs. Focus on accomplishments and responsibilities, showcasing how these experiences have contributed to your skill set.

Projects and Achievements:

If you've been involved in notable projects or have received awards, mention them. This adds depth to your profile and highlights your achievements.

Volunteer Experience:

If applicable, include any volunteer work you've done. This demonstrates your commitment to social causes and can showcase additional skills and experiences.

Connections and Networking:

Connect with classmates, teachers, and professionals in your field of interest. Building a network early on can open doors to opportunities and industry insights.

Follow Companies and Influencers:

Follow companies you're interested in and influencers in your field. This not only keeps you informed about industry trends but also shows your genuine interest in your chosen field.

Engage in Groups and Discussions:

Join relevant LinkedIn groups and participate in discussions. This demonstrates your active engagement in your field and can help you make valuable connections.

Complete your profile and update regularly:

Completed profiles are seven times more likely to be viewed so include projects you've worked on, extra curricular activities and even your part time job. All of these give an insight into 'brand you' and show prospective employers and connections what makes you different. Keep your profile up-to-date. Whether it's adding new skills, updating your education, or sharing relevant articles, regular updates show that you are actively managing your professional presence.

By implementing these suggestions, you can create a compelling LinkedIn profile that effectively showcases your skills, experiences, and aspirations as a school leaver entering the professional world.

You can also view [a course here](#) on how to create a LinkedIn profile.



CV WRITING TIPS



Writing a CV (curriculum vitae) as a recent school leaver can be challenging, especially if you have limited work experience. However, you can highlight your skills, education, and any relevant activities to make your CV stand out.

Your CV is one of the first impressions for your job application, your first opportunity to make your case on why an employer should choose you, so it is important that you get it right. Here is a guide on how to write your CV to show you are an excellent candidate for employment despite your lack of work experience.

1. Contact Information:

Include your full name, phone number, email address, and LinkedIn profile (if you have one). Make sure your email address is professional.

2. Personal Statement or Objective:

Write a brief personal statement or objective to give employers a quick overview of your goals and what you bring to the table. Highlight any key skills or aspirations you have.

3. Education:

List your educational achievements in reverse chronological order (most recent first). Include:

The name of your school.

Dates of attendance (start and end dates).

Qualifications achieved (e.g., GCSEs, BTEC, etc.).

It's a good idea to explicitly mention Mathematics and English when stating how many GCSEs you've completed. Employers often need to see that you have passes in Maths and English as a bare minimum. There's no need to list any other GCSEs by name. Do list all your A-levels, though.

4. Skills:

Emphasise your skills, both soft and hard. Include skills such as teamwork, communication, problem-solving, and any technical skills you may have acquired during school projects or extracurricular activities. Consider customising this section for each position you are applying for. You can review the job posting to see the skills and traits the employer is seeking. If you have any of these skills, you may highlight them in this section to help get your CV noticed.

5. Work Experience:

If you have any work experience, include it in reverse chronological order. Even if it's informal work or volunteer experience, highlight the skills you gained and the responsibilities you handled. For each position, include:

Job title.

Name of the organisation.

Dates of employment.

Key responsibilities and achievements.

6. Achievements and Extracurricular Activities:

Highlight any academic or non-academic achievements, such as awards, honours, or participation in clubs, sports, or volunteer work. This can demonstrate your commitment, leadership, and teamwork skills.

7. Hobbies and Interests:

Include a section on hobbies and interests to give employers a sense of your personality and well-roundedness.

8. References:

Mention that references are available upon request. You can include teachers or employers from any work experience you may have had.

Additional Tips:

- Keep your CV concise and focused. Aim for one page if possible.
- Tailor your CV for each job application by emphasising relevant skills and experiences.
- Use action verbs when describing your responsibilities and achievements (e.g., organised, led, accomplished).
- Use a clean and professional format. Consider using a simple template. You can find some [here](#).
- Remember, employers understand that school leavers may have limited work experience, so focus on showcasing your potential, enthusiasm, and willingness to learn.
- Proofread carefully to ensure accuracy. This can help you show your professionalism and attention to detail. Consider asking a friend or family member to look over the document before you submit it to an employer.
- Remember a CV is a summary of everything you have to offer a company, not a list of what you would like to gain from joining a company.

FURTHER RESOURCES



NHS GRADUATE MANAGEMENT TRAINING SCHEME

[View here](#)



NHS FINANCE CAREERS — SCHOOL LEAVER GUIDE

[View here](#)



LATEST NHS FINANCE JOB VACANCIES

[View here](#)



WHY YOU SHOULD CONSIDER A CAREER IN NHS FINANCE?

[Watch here.](#)

ACKNOWLEDGEMENT



One NHS Finance brings together the Future-Focused Finance, National Finance Academy, and the Finance Innovation Forum programmes and networks to make sure that everyone working in NHS Finance has access to skills, knowledge, methods, and opportunities to influence and enhance patient services.

If you have any questions on any of the above or would like any further information, then please get in touch with the team at one.finance@nhs.net

<https://financecareers.nhs.uk>

<https://onenhsfinance.nhs.uk>