

Using voluntary work to get ahead in the job market



The Open
University

Worksheet 1

Personal record

'Reflect, discuss, ask, record.'

An accurate assessment of your skills and experience for voluntary work could also help prove to an employer that you've carefully thought about what they're looking for.

Skills you've gained from

Work Current and past jobs	e.g. book-keeping, IT, promotions, staff training
Interests What you enjoy doing	e.g. gardening, DIY, sports, music, crafts, car maintenance, good with animals
Life experience	e.g. self-starter, entrepreneur, combining career with running a home

Personal qualities

Self-assessment How would you describe yourself? Be realistic	e.g. flexible, hard working
Family and friends What would your family say? Be brave, ask them. Even negative comments are useful here	e.g. 'doesn't suffer fools gladly', generous, good organiser
Colleagues	e.g. conscientious, pays attention to detail, enthusiastic