

Read the job vacancy advertisement below. The employer has given a lot of **clues** about the type of person they are looking for to do the job (the skills, experience and personal qualities required). Find the clues and underline them.

VACANCY NOTICE
Education Representatives
(Central Scotland) c. £18k O.T.E plus benefits

Jones and Brown, schoolbook publishers, are looking for intelligent, self-motivated and outgoing people for the above area to join our team of representatives.

These are challenging and interesting sales jobs with the country's top education publishers. It will involve visiting primary schools, mainly on appointment, to sell a wide range of outstanding and very popular classroom books.

You will need to have a good standard of education, a pleasant, confident manner, good organisational skills and some experience in speaking to groups. Previous sales experience, knowledge of educational issues and basic computer skills would be an advantage but we do provide excellent training. The position involves a significant amount of lifting and driving; therefore it is essential that you are fit and active. A company car, laptop computer and mobile telephone will be provided.

Look at the words you have underlined, which words describe:

1. Personal qualities? _____

2. Hard skills (you learn them by training and practice – you were not born knowing how to do this e.g. drive a car, bake a cake, wire a plug)?

3. Transferable or soft skills? (these are similar to qualities but are the BASIC SKILLS ALL employers want)

Which of these qualities and skills do you have?

Equipped for the Future



If you want an employer to invite you for an interview you need to show how your skills and experience MATCH the job being advertised. In the table below match the RELEVANT life or work experience in column (a) with the job requirements in column (b)

a) Job requirement	b) Life/work experience to match it
1. Live within commuting distance of Edinburgh	Worked as a Personal Assistant (PA) liaised on a daily with the sales team on behalf of the Company Director who was my boss
2. Have a good standard of education	I run a Sunday school class
3. Have some knowledge of sales	How two daughters of primary school age so I know the Scottish curriculum
4. Working on own initiative	While working as a PA I was required to have a pleasant and confident manner to deal with senior representatives from other companies, our sales team and customers.
5. Pleasant and confident manner	Organised the daily management of the company director's appointments diary. Also book the venue, catering and do the publicity for a voluntary organisations (Karibu) monthly drop-in event.
6. Good organisational skills	6 standard grades
7. Knowledge of education system	My hobbies are swimming and walking
8. Experience of speaking to groups	Full clean driving licence since 2004
9. Computer skills	I have just completed ECDL and know Microsoft Word well.
10. Fit and active	Worked in an office on my own for 12 months which required being self-motivated and using my initiative to decide what jobs needed to be done and how to prioritize them.
11. Driving licence	Live in Edinburgh