

FROM EXPERIENCES TO COMPETENCIES

This document will help you identify, classify and describe your skills (including your soft skills) by surveying your professional and volunteer experiences and your personal life. List all your important experiences and describe significant achievements in detail. A significant achievement is an experience in which you played an active role, be it in a group or individually—for example, successfully doing something for the first time. It can be any physical or intellectual activity that has a positive, quantifiable and/or qualitative result with a lasting impact.

KNOWLEDGE

In this table, list all the knowledge you have acquired through academic, personal and professional experiences.

Type of experience	Description
In the classroom	
Job(s)	
Internship(s)	
Volunteer work	
Student life: projects, events...	
Travel	
Clubs and associations	
Cultural and leisure activities	

EXAMPLE OF AN EXPERIENCE-BASED INVENTORY

Type of experience	Example headings	Dates/Period Context	Actions	Results/ Points of satisfaction	Skills acquired	What I lacked/room for improvement
Job(s)	Salesperson in a department store	2 years Part time (8 hours/week) Luxury retail sector	Receive and display merchandise Sales/customer service	Sales targets met Customer feedback Bonuses	Organisational ability Persuasiveness	Stress management
Internship(s)	Civic Engagement Internship, migrant hostel volunteer	Summer between 1st & 2nd year 4 weeks	Meal preparation	Manage supplies: reception and storage Migrant support services	English language skills Organisational skills	Language skills
Volunteer work	First aid worker with the Red Cross Help with homework with a tutoring association	Age 14-18 Age 14-17	Intervention at an event Tutoring three students (1 hour/week each)	Successful intervention Students passed their exams	Software management Developing a suitable programme	Patience
Student life	Team project: developing an awareness campaign on access to employment for people with disabilities	2nd year	Presentations in schools	Good feedback from students Requests for other presentations	Public speaking Promoting an event Making flyers and posters	Public presentation skills

Travel	3-month stay England	Summer, 1st year	Writing a blog	Blog published on 3 websites Russian language certificate obtained	Creating a blog	Organisational skills
	2-month stay in Russia	Summer, 2nd year	Learning Russian		Russian language	
Clubs and associations	Sciences Po Amnesty International Association	First two undergraduate years	Financial management of the association	Healthy balance sheet	Use of accounting software	Being proactive about changing software
Cultural and leisure activities	Tennis	The last 5 years	Organisation of two concerts	Full house on both occasions	Technique Stress management when performing in public	Diligence/attention to detail
	Saxophone in a jazz band	The last 6 years				

EXAMPLE OF SKILLS ACQUIRED THROUGH PERSONAL AND PROFESSIONAL EXPERIENCES

adaptability	curiosity	independence	networking	punctuality	stress management
analytical ability	dedication	information seeking	objectivity and independence	resilience	surpassing oneself
availability	deductive skills	initiative	organisation	resourcefulness	taste for challenges
commitment	drive	intelligent risk taking	perseverance	rigour	team spirit
creativity	dynamism	interpersonal skills	persuasion	self-confidence	time management
critical thinking	enthusiasm	looking for and verifying sources	proactivity	sense of service	versatility
cultural awareness	flexibility	motivation	problem solving	social conscience	writing skills

**EXAMPLES OF ACTION VERBS:
“IN A PROFESSIONAL SITUATION, I AM ABLE TO...”**

Coach and speaker Gilles Payet proposes the following list of action verbs¹.
This is not an exhaustive list, but it can help you describe your skills in a cover letter or interview.

adapt	calculate	correct	draft	facilitate	interpret	modify	produce	reduce	study
administer	check	create	drive/lead	follow-up	interview	motivate	promote	retain	support
advise	choose	debate	edit	handle	judge	negotiate	propose	reward	talk
analyse	classify	defend	elaborate	maintain	justify	nominate	purchase	run	test
apply	collect fundraise	define	establish	host	list	optimise	push forward	search	translate
arrange	communicate	demonstrate	estimate	identify	listen	organise	put in touch	seize	understand
assemble	compare	describe	evaluate	illustrate	locate	outline	question	select	use
associate	confirm	design	examine	implement	make	plan	receive	sell	visualise
audit	convince	develop	expand	increase	manage	prepare	recruit	set up	win over
build	coordinate	do	explain	inform	memorise	present	rectify	show	

¹ <http://www.questionsemploi.fr/2014/05/voici-une-liste-de-107-verbos-action-utiles-pour-identifier-vos-competences-.html>

EXAMPLES OF KNOWLEDGE AND SKILLS ACQUIRED IN CLASS

You learned a lot of what you know in your courses. This includes both intellectual / theoretical knowledge and more practical knowledge acquired through class activities (oral presentations, debates, practical assignments, team projects, tests and exams, summaries, election of class representatives, etc.).

Discipline	Knowledge
History	Arabic and Muslim history and culture Moderating a debate
Economics	History of stock market crises in England PowerPoint presentation
Languages and literature	History of Chinese literature and culture Writing a dissertation
Social Sciences	Major environmental issues Teamwork
Political Science	Knowledge of public finance mechanisms Public speaking

IT'S YOUR TURN!

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