

Skills for Learning

Guide to Employability Skills from Referencing and IT

When you begin to apply for jobs and attend interviews, it is highly likely that employers will ask you to give examples of how you have gained specific skills from your time at university. This guide reviews the specific employability skills you can gain from citing references, referencing and using IT in preparing your work. It should be a useful aid to you when drawing up your CV or applying for jobs and work placements.

Referencing

Citing references is a technical exercise, requiring you to follow clear guidelines on crediting sources, and to format your reference in a specific way. Using a reference management system such as RefWorks, will enable you to manage and re-use reference sources when you work on future assignments. It will also develop your information management skills.

Through collecting and referencing information, you will develop skills in the following areas:

- Academic writing
- Ability to produce documents to specific guidelines
- Information / data management
- Planning and organisation

IT

IT literacy is an essential requirement for nearly all graduate jobs. Whichever field you work in, you will find the IT skills you acquire at university prove invaluable. Familiarity with the most common packages, such as Microsoft Office, will not only help you with your day-to-day work and management of your data, but also give you confidence when you need learn to use new software packages specific to your profession. Some of the main areas requiring IT skills are:

- Document writing
- Presentations

- Data analysis
- Technical / problem solving skills
- Information finding and research skills
- Professional networking and building a professional online profile



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