

# WHAT DO YOU HAVE TO OFFER?

Knowing what you do well is essential when you're looking for your next career move. Once you know what you've got to sell, you'll find it much easier to market yourself to employers.

## KNOWING YOUR STRENGTHS WILL ALSO HELP IDENTIFY:

- What your options are
- What kind of roles will suit you
- Which job opportunities are a good match for your skills
- Where you might need further development

## YOUR WORK VALUES

These are the underlying principles that give you job satisfaction. So when it comes to a new job or career change, making sure it offers you these things could be just as important as getting the job content right.

You can identify your work values by thinking about:

- The things that helped you to enjoy a role or feel particularly happy
- The types of organisation you have worked for
- The types of people you have worked with
- The values that really matter to you – things like variety, challenge, security, and friendship

Once you know what your work values are, you'll be able to take a much broader view of any role and look beyond the job content to judge if it will fulfil you.

## YOUR SKILLS

Transferrable skills can make all the difference. They are the skills that you've built up in one role but that you could use successfully in a different role or organisation. Don't forget to think about what you do outside work, as you could have developed useful skills here too.

To help you find out what your skills are answer these questions:

### Your career and achievements

Looking back at your career, what have you done that:

- No one else has done?
- Has made a difference?
- You were particularly proud of?
- You particularly enjoyed doing?
- Was a major challenge or success?

### Thinking about feedback or comments you have received from others

- What do other people say you're good at?
- What did they often ask you to do?
- What did they say in your performance reviews or appraisals?

### What about outside of work?

- What are your activities or interests?
- What skills do they require?
- What are you good at and what skills do you enjoy using?
- Have any of these skills helped you at work?
- What do you do better than other people?
- What do other people always ask you to do?

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## YOUR WORK STYLE

This is how you like to operate at work including your flexibility and energy, how you organise things and how you work with other people.

Once you know what your work style is, you'll be able to focus on organisations and roles that suit you, and where you fit in with their way of working. At Office Angels we will always make sure we place you in a workplace that suits your work style.

These are the kind of questions to think about:

When you're at work:

- How do you like to work with others?
- What role do you take on in a team?
- How do you respond to challenges or pressure?
- How do you like to be managed? Do you like your manager to be hands-on or hands-off?

- How do you like to manage others?
- How do you approach tasks or projects? Do you work on your own or talk it through with others?
- How do you organise yourself and your work?
- Do you prefer working on detail or high-level information?
- What kinds of things make you more productive?
- How do you generate ideas or solve problems?

What do other people think your work style is?

Ask a colleague or someone from another department for their feedback. It will help you put together a rounded picture of your work style and add an extra dimension to the way you market your skills.