



Recording your achievements

Writing a dissertation involves many new and complex skills, which will give you valuable opportunities to develop your personal development plan. So keep a record of your learning and achievements. This will encourage you to be more self-reflective by thinking carefully about your learning, what you want to achieve and the skills you will need to develop to achieve this. And, equally important, it will give you greater confidence to discuss your skills and achievements with employers.

Below you will see listed the important employability skills that writing and researching a dissertation develops. As you record the skills you have developed you will see this build into an impressive account of your achievements. Throughout *How to Write Your Undergraduate Dissertation* you will have seen listed at each stage the sort of thing you should enter into your personal record of achievement, which you should adapt to reflect the particular demands and characteristics of your own dissertation. In this section of the website you will find a simple, helpful guide of what to enter, so you can take full advantage of your hard work and achievements.

The ten most important employability skills

- 1 Communication skills** – verbal and written; the ability to express your ideas clearly and convincingly
- 2 Numerical reasoning** – the ability to carry out simple arithmetical operations and interpret and use data
- 3 Logical reasoning** – the ability to reason consistently
- 4 Conceptual thinking** – the ability to analyse concepts and arguments, to synthesise ideas into concepts and create new concepts
- 5 Teamwork** – working effectively and confidently with others
- 6 Planning and organising** – the ability to analyse a task, put together an effective plan and carry it out effectively
- 7 Problem solving and creative thinking** – analysing problems, gathering information and using it creatively
- 8 Leadership** – the ability to form an effective team and motivate others
- 9 Flexibility** – the ability to adapt your thinking and the way to you work to changing circumstances; not being rigid in your thinking
- 10 Initiative, self-motivation and self-awareness** – the confidence to act on your own initiative, to motivate yourself to come up with new ideas and solutions and to be self-reflective – able to identify your own weaknesses and areas in which you need to improve