



Analysis of past professional and personal skills

Enhance your professional and personal experiences in 3 steps

How can I make the most of my professional *and* personal experiences?

There's a lot to be said about a lived experience. You can get lost when it comes to taking stock. We don't always know where to start to talk about ourselves and our past. But it is essential when we want to determine our skills and competences.

1 - Delimiting the context

The first step is to contextualize one's professional and personal experience. On a document, write down all the useful information:

- In which structure did you carry out this experience (name, sector of activity of the company/administration/association)?
- How long did you work on this assignment (duration: number of months or years)?
- In which geographical area did you work (a single city or several cities in case of regular travel)?
- For a personal skill, think about your personal activities and the skills you may have acquired there.
- In what environment did you evolve?
- In what environment do you feel comfortable?

This will give meaning to your experiences.

Once this contextualization work is completed, we can move on to the next step.

2 - List the missions

Go into detail—this is preparatory work, you should be as thorough as possible. Details can be important. Write down everything that pops into your head.

- List all the tasks you were assigned on a daily basis. Write down those you did every day and also those that were more infrequent or less common.
- Be objective and precise. The more information you have about the quantity, quality, and frequency of your assignments, the better it will be for your future work.
- List projects or events to which you have contributed. Either actively as an organizer, or from afar as an observer.



- Do not neglect details and ad hoc missions, which are sources of openness and diversification.

Even missions or tasks that don't seem important to you can be important: The better you have actively developed useful skills, the less you have acquired new knowledge (which is just as important).

You now have a document that summarizes the context of your experience, as well as the concrete missions you have carried out. Let us now take a step back.

3 - Identifying skills

For each of your missions listed in step 2, we will look at the knowledge acquired through this experience, as well as the know-how and interpersonal skills.

Through these tasks/missions :

- ✓ You've learned some things.
- ✓ So you have knowledge on subjects.
- ✓ You have also acquired life skills.

Write explicitly the areas in which you have acquired knowledge and interpersonal skills.

Write concretely: "On this subject, I know how to do *this* thing. I know how to do *something else* too. " And so on.

Make this listing for each task/assignment.

You have now listed all your past professional and personal skills.

*Keep the document analyzing past professional and personal competencies in a safe place.
It contains the first 3 steps in the creation of a CV: A review of your career path.*