

## Adapt a skill section

In this exercise, take the skill section from your own application. It might be that your skills are spread out over multiple sections, e.g. as substantiation of the steps in the work experience section or in extracurricular activities. Bring them all together into one skill section- be of service to your readers!

If one participant in the breakout room doesn't have any application documents at all, then this participant can team up with another and support the work on the other's skills list.

Take one job on your shortlist of 'hot' jobs. Find a job ad for this job (e.g. for portals for [academic](#) or [nonacademic jobs](#)) How could you put together your skill section so that readers could quickly grasp your fit with the position?

Try this for at least two different job ads: how do you change the skill section, which sections get prioritised, how can you emphasise them, what do you remove altogether?

A good structure for a skill section is:

Main skill	Sub-skill	Substantiation
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For example:

Communication skills	Presentations	Participation in xyz
		Poster prize

