Illustration by Danya Vassanth

Skills Checklist

A guide to the different types of skills that you can use to
inform your CV and cover letter creation.

How to use this checklist

Tick 10 skills from each section that you feel you are strongest in. This is a starting point to help you add skills to your CV and cover letter.

> Remember there are plenty of skills not included in this checklist so make sure to add your own if they are more relevant!

Types of skills

Transferable soft skills

Transferable skills are skills you have developed that can be transferred from one job to another. Things you're good at that are useful to employers across many different jobs and industries.

Examples

- Active Listening
- Adaptability
- Analysis
- Authenticity
- Brainstorming
- Calmness
- Communication
- Coordination
- Creativity
- Critical thinking
- Curiosity
- Decision-making
- Delegation
- Dependability
- Empathy
- Flexibility
- Innovation
- Interpersonal
- Leadership
- Mentorship
- Multitasking

- Networking
- Open-mindedness
- Optimism
- Organisation
- Persistence
- Planning
- Prioritising
- Proactivity
- Problem-solving
- Public speaking
- Resilience
- Self-motivation
- Teamwork
- Time management
- Versatility

Visitors at the Show at Oxo Tower, London College of Fashion © David Poultney

Technical hard skills

Hard skills are technical skills needed to perform a job and are often industry specific. These skills are measurable abilities and knowledge that come through learning and can make you stand out in your job search.

Examples

- Adobe Illustrator
- Adobe InDesign
- Adobe Lightroom
- Adobe Photoshop
- Adobe PremierPro
- Airtable
- CLO3D
- Data analysis
- Discord
- Drawing
- Fashion GPS
- Garment construction
- Garment production
- Gerber
- Google Analytics
- Hand sewing
- Hubspot
- Instagram
- Joor
- KaKao

Ziewei Qu, Fashion Outfit Modelling, BA Fashion Design Technology: Menswear © Ben Turner

- Lectra
- Line
- Little Red Book
- Machine sewing
- Mailchimp
- Metabase
- Metaverse
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Midjourney
- Mood boards
- Pattern cutting
- Pattern drafting
- Pinterest
- POS systems
- Product design
- Product development
- Rhinoceros
- Shopify
- Technical drawings
- TikTok
- Toiling
- Twitter/X
- YouTube
- Zedonk