

# DESCRIBING YOUR STRENGTHS



There are a variety of ways you can describe yourself and your strengths. Try using the following:

I AM...	FILL IN THE EXAMPLES
Skilled at....	
Excellent at...	
A skilful...	
Able to...	
Competent in...	
Very good at...	
Extremely good at...	
Talented at...	
Familiar with...	
Qualified to...	

Employers are looking for various qualities and characteristics in a potential employee. Use the following list of words to help you when describing yourself, whether in an application or at interview:

Able	Consistent	Enjoy a challenge	Independent	Polite
Accurate	Cooperative	Enthusiastic	Innovative	Positive
Adaptable	Cope under pressure	Fast learner	Initiative	Practical
Alert	Creative	Fast worker	Intelligent	Pro active
Ambitious	Decisive	Flexible	Intuitive	Punctual
Analytical	Dedicated	Focused	Keen	Rational
Articulate	Dependable	Friendly	Knowledge	Reliable
Assertive	Desire to succeed	Good communicator	Leadership skills	Resourceful
Astute	Determined	Gifted	Loyal	Responsible
Bright	Diplomatic	Hardworking	Mature	Supportive
Capable	Diverse	Helpful	Methodical	Tactful
Calm	Drive	Highly motivated	Motivated	Team player
Confident	Dynamic	Honest	Objective	Tenacious
Committed	Educated	Imaginative	Organised	Thorough
Common sense	Effective	Impressive	Patient	Trustworthy
Competent	Efficient	Insightful	Perceptive	Versatile
Computer literate	Energetic	Interpersonal skills	Persistent	Willing

# TOP 10 SOFT SKILLS EMPLOYERS LOOK FOR



Now you have practised describing your strengths, take a look at the examples below of how to showcase your soft skills to employers.

Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence, and emotional intelligence that enable employees to navigate their environment, work well with others, perform well and achieve their goals with complementing hard skills.

<b>Time management</b>	Manage time effectively, prioritising tasks and able to work to deadlines
<b>Flexibility</b>	Adapt successfully to changing situations & environments
<b>Planning &amp; organising</b>	Able to plan activities & carry them through effectively
<b>Written communication</b>	Able to express yourself clearly in writing
<b>Drive</b>	Determination to get things done. Make things happen & constantly looking for better ways of doing things
<b>Initiative/self motivation</b>	Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
<b>Analysing &amp; investigating</b>	Gather information systematically to establish facts & principles. Problem solving
<b>Commercial awareness</b>	Understand the commercial realities affecting the organisation.
<b>Teamwork</b>	Work confidently within a group
<b>Verbal communication</b>	Able to express your ideas clearly and confidently in speech