

Finding a Job...

4. Selling yourself



“Tell us a bit about you...”

At some point when you are looking for a job you will have to describe yourself and what you can do.

A lot of us are not very good at making the most of what we have to offer – we see it as boasting. But what would you think of someone who described themselves as being ‘alright’ at something or ‘OK’? You’d think they were alright or OK, but not good or very good.

Using the right word can make a big difference and there are a few tips in this leaflet about the words to use.

Be honest. Don’t lie – you don’t need to. If you are good at something or enjoy something then say so.

As well as saying ‘I’m good at ...’ try these words or phrases:

I am skilled at (or with) ...
Excelling at ...
I am exceptional at ...
I am competent in ...
With the ability to ...
I have a talent for ...
I am familiar with ...
I am adept at ...
I am qualified to (or in) ...
I am especially skilful at ...

And instead of ‘I’m interested in ...’ you could use words or phrases like:

enthusiasm, passion for,
excited by, keen on,
eager to learn about.

Be positive... be strong

Some words are seen as being positive and strong. They sound impressive. Use this sort of word when you are completing a CV or application form.



Try words like:

Able	Dependable	Keen	Reliable
Accurate	Determined	Loyal	Resourceful
Adaptable	Effective	Motivated	Responsible
Ambitious	Efficient	Outgoing	Thorough
Calm	Enthusiastic	Organised	Versatile
Capable	Flexible	Persistent	Willing
Confident	Hardworking	Practical	
Competent	Honest	Punctual	