

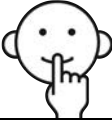














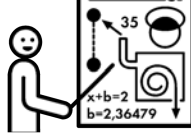

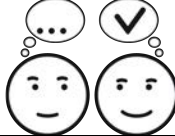



How to describe yourself/ your personality

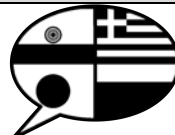



	Adjectives that describe your person	explanation (you could also say...)	help
I am	accurate	I can work correctly and without mistakes.	
	attentive	I can listen and read carefully.	
	calm	I am quiet.	
	confident	I trust in myself or my abilities.	
	cooperative	I am a good team player.	
	(highly) efficient	I can work quickly and with good results.	
	(remarkably) energetic	I have lots of energy.	
	flexible	I can change my actions according to the situation.	
	friendly		
	hardworking	I am motivated.	
	helpful	I enjoy helping other people.	
	independent	I good at working on my tasks without assistance.	

<p><i>(extremely / highly / strongly)</i> motivated</p>	<p>I am hardworking.</p>	
<p>optimistic</p>	<p>I can see the good part in every job.</p>	
<p><i>(well-)</i> organized</p>	<p>I am not chaotic. I always know what I am doing.</p>	
<p>patient</p>	<p>I don't rush things.</p>	
<p><i>(absolutely, completely)</i> reliable</p>	<p>You can trust me.</p>	
<p>polite</p>	<p>I am friendly.</p>	



How to describe your skills and qualifications

	Skills you have	explanation (you could also say...)	help
I am good at	explaining	I can explain things to others.	
	listening	I am attentive.	
	analysing situations	I understand things quickly.	
	following instructions	I am attentive and cooperative.	



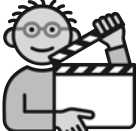
How to describe your skills and qualifications

	skills you have	explanation (you could also say...)	help
I can	speak French/ Spanish...	I have a good / advanced level of French / Spanish	
	work with the computer		
	work with Excel/ Word/ PowerPoint		
	read quickly	I am determined and attentive.	
	operate equipment such as...	I know how to handle a...	

How to talk about your references and qualifications

	references and qualifications, you have achieved	explanation (you could also say...)	help
I have	a diploma in...		 A small icon of a certificate titled 'Zeugnis' with a scale from 1 to 4 and a signature.
	a certificate in...		
	a driving license	I can drive a car	 An icon of a person sitting at a steering wheel, representing driving a car.

How to talk about your interests

	Interests you have	help
I am interested in ... / I love ... / I like working with other people.	 An icon showing three people in a meeting or collaborative work setting.
	... being creative.	 An icon of a lightbulb above a smiling face, representing creativity.
	... making short films.	 An icon of a person holding a clapperboard, representing filmmaking.

