

KEY EMPLOYABILITY SKILLS

If you're stuck for inspiration, here's a few words that capture key employability skills you can use on your CV, applications and in interviews

Negotiation	Decision-making	Building rapport	Tact and diplomacy
Critical thinking	Analysis	Problem solving	Written communication
Verbal communication	Listening	Leadership	Presentation
Delegation	Strategic thinking	Numeracy	Literacy
ICT	Team work	Organisation	Time management
Prioritisation	Research	Self-motivation	Initiative
Independence	Creativity	Flexibility	Building relationships
Interpersonal	Commercial awareness	Planning	Investigation
Drive	Stress tolerance	Adaptability	Assertiveness
Language	Influence	Innovation	Networking
Enterprise	Management	Learning	Reasoning
Intellect	Self-aware	Confidence	Vision
Inspire	Perseverance	Determination	Methodical working

Employers love to hear that you don't just 'talk the talk' but can also 'walk the walk'! Here's some action words you could also use to demonstrate the things that you have done:

Led	Achieved	Completed	Coordinated
Developed	Promoted	Identified	Delegated
Resolved	Reported	Organised	Planned
Attained	Generated	Established	Presented
Expanded	Increased	Improved	Designed
Exceeded	Strengthened	Collaborated	Created
Transformed	Executed	Conveyed	Explored
Succeeded	Pioneered	Surpassed	Supported

KEY ATTRIBUTES AND QUALITIES

You're fabulous...make sure employers know this! Here's some positive words that you can use to describe yourself in CVs, applications and interviews:

Organised	Efficient	Reliable	Imaginative
Approachable	Calm	Patient	Thoughtful
Professional	Empathetic	Humble	Logical
Conscientious	Well-mannered	Social	Consistent
Ambitious	Driven	Honest	Practical
Motivated	Optimistic	Happy	Knowledgeable
Supportive	Problem-solver	Enthusiastic	Sensible
Level-headed	Team-worker	Motivated	Focused
Trustworthy	Analytical	Caring	Considerate
Kind	Composed	Compassionate	Eager
Helpful	Responsible	Understanding	Decisive
Passionate	Committed	Open-minded	Bright
Cheerful	Proficient	Warm	Precise
Approachable	Loyal	Opinionated	Reasonable
Friendly	Sophisticated	Clever	Polite
Creative	Proactive	Likeable	Independent
Resilient	Hard-working	Smart	Skilful
Self - aware	Passionate	Adventurous	Modest
Easy - going	Confident	Relaxed	Persistent
Adaptable	Ambitious	Strong-minded	Graceful
Driven	Courageous	Accurate	Assertive
Positive	Thorough	Determined	Flexible