

Skills Check

Review the below skills and think of an example that shows you have these skills that you could add to a CV, application or talk about in a job interview. If you need help ask a teacher, tutor, family member or friend who could give you some feedback on your skills!

Skill	Example	Tick
Practical hands on approach		
Good attention to detail		
Planning and organising		
Communicating clearly and accurately		
Able to follow instructions		
Problem solving		
Flexible working approach		
Health and safety awareness		
Positive attitude		
Able to work as part of a team		
Able to work under pressure and meet deadlines		
Working independently		
Professional and presentable		
Time management		
Punctual and reliable		
Quick learner		

Personal Qualities

Honest
Well organised
Adaptable
Well mannered
Reliable
Ambitious
Practical
Helpful
Neat and tidy

Polite
Friendly
Good communicator
Enjoys a challenge
Punctual
Kind
Creative
Concentrates well
Willing to learn

Enthusiastic
Responsible
Hard working
Happy
Confident
Sensitive
Caring
Learns from criticism
Energetic

Qualities I have	Qualities suggested by a friend
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.