

YOUR SKILLS

SKILLS	EXAMPLES
Communication – the ability to get on with a wide range of people.	
Team working – the ability to be an effective team leader or team member	
IT skills – most jobs these days need some IT skills.	
Good attitude – hard-working, honest, polite, co-operative.	
Problem solving – using your initiative to find answers	
Enthusiasm – employers like someone positive.	
Quick learner – so you can take on new tasks.	
Determination – shows you are keen to succeed.	
Flexibility – doing a variety of tasks to achieve a common aim.	