

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. | |