

# Activity 7:

## Describing your strengths

It's good to learn how to describe yourself and your strengths for the recruitment process.

There are a variety of ways you can describe yourself and your strengths. Try using the following:

- |                                               |                                                    |                                               |
|-----------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> I am skilled at...   | <input type="checkbox"/> I am competent in...      | <input type="checkbox"/> I am talented at...  |
| <input type="checkbox"/> I am excellent at... | <input type="checkbox"/> I am very good at...      | <input type="checkbox"/> I am qualified to... |
| <input type="checkbox"/> I am able to...      | <input type="checkbox"/> I am extremely good at... |                                               |

**Task 1** Select one or two of the examples above and write a sentence explaining your strength

Employers are looking for various qualities and characteristics in a potential employee. Use the following list of words to help when describing yourself, whether in an application or at interview. Select all of the words/phrases below that you feel describe your strengths.

- |                                              |                                            |                                                |                                      |
|----------------------------------------------|--------------------------------------------|------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Able                | <input type="checkbox"/> Decisive          | <input type="checkbox"/> Gifted                | <input type="checkbox"/> Organised   |
| <input type="checkbox"/> Accurate            | <input type="checkbox"/> Dedicated         | <input type="checkbox"/> Hardworking           | <input type="checkbox"/> Patient     |
| <input type="checkbox"/> Adaptable           | <input type="checkbox"/> Dependable        | <input type="checkbox"/> Helpful               | <input type="checkbox"/> Perceptive  |
| <input type="checkbox"/> Alert               | <input type="checkbox"/> Desire to succeed | <input type="checkbox"/> Highly motivated      | <input type="checkbox"/> Persistent  |
| <input type="checkbox"/> Ambitious           | <input type="checkbox"/> Determined        | <input type="checkbox"/> Honest                | <input type="checkbox"/> Polite      |
| <input type="checkbox"/> Analytical          | <input type="checkbox"/> Diplomatic        | <input type="checkbox"/> Imaginative           | <input type="checkbox"/> Positive    |
| <input type="checkbox"/> Articulate          | <input type="checkbox"/> Diverse           | <input type="checkbox"/> Impressive            | <input type="checkbox"/> Practical   |
| <input type="checkbox"/> Assertive           | <input type="checkbox"/> Drive             | <input type="checkbox"/> Insightful            | <input type="checkbox"/> Pro active  |
| <input type="checkbox"/> Astute              | <input type="checkbox"/> Dynamic           | <input type="checkbox"/> Inter personal skills | <input type="checkbox"/> Punctual    |
| <input type="checkbox"/> Bright              | <input type="checkbox"/> Educated          | <input type="checkbox"/> Independent           | <input type="checkbox"/> Rational    |
| <input type="checkbox"/> Capable             | <input type="checkbox"/> Effective         | <input type="checkbox"/> Innovative            | <input type="checkbox"/> Reliable    |
| <input type="checkbox"/> Calm                | <input type="checkbox"/> Efficient         | <input type="checkbox"/> Initiative            | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Confident           | <input type="checkbox"/> Energetic         | <input type="checkbox"/> Intelligent           | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Committed           | <input type="checkbox"/> Enjoy a challenge | <input type="checkbox"/> Intuitive             | <input type="checkbox"/> Supportive  |
| <input type="checkbox"/> Common sense        | <input type="checkbox"/> Enthusiastic      | <input type="checkbox"/> Keen                  | <input type="checkbox"/> Tactful     |
| <input type="checkbox"/> Competent           | <input type="checkbox"/> Fast learner      | <input type="checkbox"/> Knowledgeable         | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Computer literate   | <input type="checkbox"/> Fast worker       | <input type="checkbox"/> Leadership skills     | <input type="checkbox"/> Tenacious   |
| <input type="checkbox"/> Consistent          | <input type="checkbox"/> Flexible          | <input type="checkbox"/> Loyal                 | <input type="checkbox"/> Thorough    |
| <input type="checkbox"/> Cooperative         | <input type="checkbox"/> Focused           | <input type="checkbox"/> Mature                | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Cope under pressure | <input type="checkbox"/> Friendly          | <input type="checkbox"/> Methodical            | <input type="checkbox"/> Versatile   |
| <input type="checkbox"/> Creative            | <input type="checkbox"/> Good communicator | <input type="checkbox"/> Objective             | <input type="checkbox"/> Willing     |

### Task 2

Using the strengths that you have selected, prepare a sentence that could be included in a future job application. Remember to back it up with an example too!

For example:

*I am friendly and a good communicator. An example of this is when I was buddied with a new Year 7 student to show them around the school and help them to settle in.*