

# Finding a Job or Apprenticeship

**Selling yourself -  
in applications & at interviews**



## “Tell us a bit about you...”

At some point when you are looking for a job you will have to describe yourself and what you can do.

A lot of us are not very good at making the most of what we have to offer – we see it as boasting. But what would you think of someone who described themselves as being ‘alright’ at something or ‘OK’? You’d think they were alright or OK, but not good or very good.

Using the right word can make a big difference and there are a few tips in this leaflet about the words to use.

Be honest. Don’t lie – you don’t need to. If you are good at something or enjoy something then say so.

**As well as saying ‘I’m good at ...’  
try these words or phrases:**

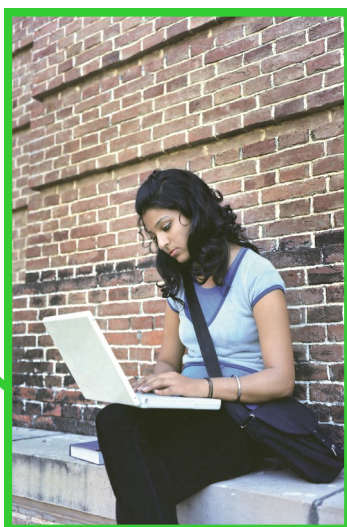
I am skilled at (or with) ...  
Excelling at ...  
I am exceptional at ...  
I am competent in ...  
With the ability to ...  
I have a talent for ...  
I am familiar with ...  
I am adept at ...  
I am qualified to (or in) ...  
I am especially skilful at ...

**And instead of ‘I’m interested in ...’  
you could use words or phrases**

enthusiasm, passion for,  
excited by, keen on,  
eager to learn about.

## Be positive... be strong

**Some words are seen as being positive and strong. They sound impressive but make sure you know what they mean as you may be asked questions about them in an interview. Also use these sorts of words on your CV or application form.**



**Try words like:**

Able  
Accurate  
Adaptable  
Ambitious  
Calm  
Capable  
Confident  
Competent

Dependable  
Determined  
Effective  
Efficient  
Enthusiastic  
Flexible  
Hardworking  
Honest

Keen  
Loyal  
Motivated  
Outgoing  
Organised  
Persistent  
Practical  
Punctual

Reliable  
Resourceful  
Responsible  
Thorough  
Versatile  
Willing