

# Describe Yourself

Exercise: Highlight the words that reflect you, then use them to describe CONCRETE EXAMPLES of times you have demonstrated these skills in your work, school, volunteer or hobby activities.

## ABOUT YOU AND YOUR STRENGTHS

- Enthusiastic
- Competent
- Organized
- Motivated
- Effective
- Responsible
- Assertive
- Risk Taker
- Fast Learner
- Trustworthy
- Talented
- Leader
- Cooperative
- Administrator
- Dedicated
- Generalist
- Problem Solver
- Coordinator
- Manager
- Efficient
- Trainer
- Achiever
- Willing Worker
- Developer
- Dynamic
- Reliable
- Specialist
- Skilled
- Punctual
- Troubleshooter
- Bilingual
- Motivator

## ABOUT YOUR EXPERIENCE

- Comprehensive
- Successful
- Broad
- Intensive
- Solid
- General
- Competent
- Extensive
- Specific
- Consistent record of... (growth, progress, etc. )

## ABOUT YOUR ABILITIES AND SKILLS

- Plan
- Conceive
- Supervise
- Interview
- Solve Problems
- Write/Compose
- Assist
- Work well with others
- Develop
- Create
- Delegate
- Understand
- Implement
- Train
- Teach
- Communicate
- Recruit
- Modify
- Analyze
- Increase productivity
- Innovate
- Increase profits
- Establish Priorities
- Schedule
- Practice
- Initiate
- Summarize

## ABOUT HOW YOU RELATE TO PEOPLE

- Mentor
- Supervise
- Speak/signal
- Poise
- Public speaking
- Persuasive
- Influential
- Negotiate
- Divert
- Communicate
- Encourage others
- Team member
- Hire/fire
- Develop trust
- Instruct
- Persuade
- Take instruction
- Develop support
- Accept supervision
- Debate
- Serve
- Help
- Understand
- Crisis intervention
- Interpersonal skills
- Cooperative

## ABOUT HOW YOU RELATE TO DATA

- Synthesize
- Complete
- Coordinate
- Compute
- Analyze
- Copy
- Compare
- Numerical ability

## ABOUT HOW YOU RELATE TO THINGS

- Set up
- Operate/Control
- Organize
- Coordinate
- Research
- Appraise
- Install
- Demonstrate
- Perform music
- Act
- Manage money
- Write reports
- Policy making
- Precision work
- Driving/operating
- Handle
- Evaluation
- Memory skills
- Budget
- Book-keeping
- Selling
- Play sports
- Program Development
- Comprehend
- Artistic Presentations
- Initiate projects
- Fund raising
- Showmanship
- Building
- Design
- Produce
- Tending
- Manipulate
- Planning
- Purchase
- Filing
- Typing
- Calculate
- Work well under pressure

## ABOUT YOUR ACCOMPLISHMENTS

- Accomplished
- Achieved
- Achieved company or division turnaround
- Contributed
- Decreased costs
- Increased/multiplied sales or profits
- Introduced new concepts
- Expanded
- Progressed
- Reduced
- Reorganized
- Saved
- Sold
- Succeeded