

Instructions

Look at the lists of achievements, qualities and skills below. Which apply to you? Highlight them or colour them in.

Are there any you don't understand? Check the meaning with a partner, and then with another pair.

Examples of achievements

Something I do / have done that I am proud of.

Speak another language	Form rep	Organised an event
Member of a sports club	Sporting achievement (e.g. swam a mile or ran 5km)	Young carer
Work displayed in school	Featured in school newspaper/website	High attendance rate
Excellent punctuality	No detentions or other sanctions	Always hand in homework on time
Support classmates	Represented school during governors' visit / teachers' interviews (etc.)	Prevented a fight in the playground
Babysitting / paper round (etc.)	Voluntary work	Good assessment results
Designed a useful piece of technology	Suggested a way for another student to improve	Duke of Edinburgh Award (etc.)
Took part in a competition	Took part in a school play	School rewards (e.g. house points)
Recognition from teachers (e.g. 'student of the week')	Regularly make suggestions to school council	Acted as team leader (e.g. for a project in a lesson)
Take part in community activities (e.g. church fun runs)	Help run a club	Wrote a good quality song/poem/story
Took part in a debate in front of an audience	Won a competition outside of school	Achieved a personal challenge (e.g. gave up energy drinks)
Fundraising for charity	First Aid certificate	Music/dance/drama award

Examples of personal qualities

I am a(n) ... person. / I have a

Sociable	Ambitious	Easy going	Persistent	Independent
Determined	Hardworking	Adventurous	Reflective	Dependable
Trustworthy	Polite	Energetic	Good sense of humour	Imaginative
Enthusiastic	Patient	Diligent	Caring	Creative
Adaptable	Responsible	Thoughtful	Conscientious	Passionate
Helpful	Honest	Mature	Positive	Approachable
Confident	Well-presented	Reliable	Considerate	Friendly
Articulate	Resourceful	Methodical	Good eye for detail	Practical

Examples of skills

I am good at

Communicating	Decision-making	Timekeeping	Writing letters/emails
Working with numbers	Solving problems	Following instructions	Using the phone
Information Technology (IT)	Managing money	Using tools and equipment	Making presentations
Working with others	Organising information and resources	Writing neatly	Providing first aid
Problem solving	Listening	Giving advice	Playing competitive sport
Improving my own learning and performance	Negotiating	Looking after children	Writing persuasively
Speaking persuasively	Looking at lots of information and identifying key points	Designing things	Making things
Hand-eye coordination (playing computer games)	Helping someone explain something	Multi-tasking (e.g. do homework whilst looking after sibling)	Understanding someone else's point of view
Questioning	Making links	Solving problems	Reasoning
Drawing conclusions from evidence	Planning	Revising/changing a plan when necessary	Adapting to new information
Mediating between other students	Persevering	Managing distractions	Advocacy (representing others)

An interview

Imagine that you are attending an interview (e.g. for work experience). Plan your answers, in writing, to each of the questions below. You should use **at least six keywords** from the tables above for every answer. Remember to include examples to show you have those qualities and skills.

In pairs, take it in turns to ask each other the questions. Try to say your answers from memory rather than reading them off the page.

1. Why would I be able to trust you to work for me?

*Example answer: I do voluntary work for a local youth club. This has helped me to become **patient**, and has developed the **friendly** and **caring** side of my personality. Also, at school I have a 100% **attendance** rate and am always **punctual**.*

2. What experience from your life so far would be relevant to the workplace?

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3. Which achievements are you particularly proud of?

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