

Freshen up your CV!



In your CV you should write about your personal strengths and character traits. For that, use:

- 1) formal language
- 2) a variety of adjectives that describe you as a person
- 3) a variety of phrases that describe your interests

You can use these in your:

- personal statement
- qualifications/skills

proficiency		social skills	
passionate	reliable	honest	respectful
motivated	punctual	caring	helpful
creative	organised	tolerant	cooperative
successful	competent	charming	collaborative
proficient	accurate	patient	loyal
experienced	responsible	polite	kind
competent	confident	social	supportive



Common phrases for your personal statement

I have always loved/liked/enjoyed/fancied/desired...

I love/like/enjoy/fancy/desire...

I have a special interest in...

My favorite subjects are...

I would describe myself as...

I am suitable for this job because...

I am a/an + adjective + profession

For example: I'm a passionate student with a special interest in music and art.