

Great words for your Personal Profile

If you are struggling to think of skills to put in your personal profile, take a look at these for inspiration. Just remember, you need to be able to back up your claims if you get an interview.

Able to act on initiative	Enterprising
Able to communicate well	Enthusiastic
Able to work to deadlines	Experienced
Accepts responsibility	Flexible
Adaptable	Follows instructions
Caring	Friendly
Committed	Good IT skills
Confident	Hardworking
Creative	Helpful
Customer aware	Honest
Determined	Innovative
Energetic	Meets goals and targets
Motivated	Quick learner
Numerate/literate	Reliable
Organised	Self-motivated
Passionate	Teamwork
Planning	Time management
Polite	Trustworthy
Practical	Well presented
Proactive	Works well with others
Problem solving	