

Keyskills			
1	A good organiser	17	Good team leader
2	Able to work unsupervised	18	Ability to maintain accuracy under pressure
3	Flexible & receptive to new situations	19	Organised and logical thinker
4	Effective under pressure	20	Able to set and achieve personal goals
5	Able to communicate with people at all levels	21	Computer literate and numerate
6	Dependable team member	22	Excellent telephone manner
7	Reliable and punctual	23	Sound administration skills
8	Self motivated	24	Able to supervise others effectively
9	Confident and concise communicator	25	Persuasive
10	Strong personality	26	Versatile
11	Able to maintain a high standard of work	27	Possesses common sense
12	Excellent attendance record	28	Can solve problems and resolve queries
13	Ability to demonstrate initiative	29	Can work to tight timetables and deadlines
14	Conscientious	30	Determined
15	Tolerant	31	Able to delegate
16	Good sense of humour	32	Innovative and imaginative

Other skills	
1	Highly accomplished
2	Respected leader
3	Proven ability
4	Mature outlook
5	Well presented
6	With a passion
7	Well adapted
8	Work completed in professional & efficient manner
9	Sociable person
10	Goal orientated individual
11	Enjoy a challenge
12	Able to work independently and as part of a productive team

Include unusual skills - languages, particular computer software

Other words to use.....			
Initiative	Achievement	Leadership	Problem Solving
Created	Accelerated	Controlled	Analysed
Designed	Accomplished	Developed	Corrected
Devised	Attained	Directed	Cut
Established	Carried Out	Drove	Eliminate
Extended	Completed	Guided	Evaluated
Formulated	Conducted	Headed	Examined
Generated	Delivered	Inspired	Identified
Improvised	Demonstrated	Led	Investigated
Initiated	Effected	Managed	Refined
Instituted	Enhanced	Organised	Reduced
Introduced	Exceeded	Revitalised	Reorganised
Launched	Expanded	Undertook	Repositioned
Originated	Expedited		Reshaped
Pioneered	Finished		Resolved
Set up	Implemented		Restructured
Started	Improved		Revamped
	Increased		Reviewed
	Negotiated		Revised
	Obtained		Simplified
	Perfected		Solved
	Performed		Streamlined
	Produced		Strengthened
	Secured		Tackled
	Succeeded		Traced
	Surpassed		Trimmed
	Tripled		Uncovered
	Won		Unified
			Utilised