**USEFUL WORDS FOR CVs JOB APPLICATIONS AND UCAS APPLICATIONS**

**COMMUNICATION**

***ADDRESSED / CO-ORDINATED / SPECIFIED / INSTRUCTED / REFERRED / REPORTED / INTERACTED / VALIDATED / STATED / EXPLAINED / LIAISED / MEDIATED / RELATED / RECOMMENDED / CORRESPONDED / BRIEFED / CONSULTED / CONTACTED / NEGOTIATED / CONVINCED / IMPARTED / ENGAGED / RELAYED / TRANSFERRED / CONVEYED / DISSEMINATED / EXPOSED / CONDUCTED / DIFFUSED / BROADCASTED / PROPOGATED / CONVERSED / TRANSMITTED / CONNECTED***

***FIND/SEARCH/SEND/GET***

**CHECKED / ASCERTAINED / SOUGHT / PERCEIVED / EXAMINED / SIFTED / RESEARCHED / INSPECTED / EXPLORED / UNEARTHED / PINPOINTED / LOCATED / DISCOVERED / SUBMITTED / FORWARDED / DELIVERED / DELEGATED / DISPLAYED / PUBLICISED / DISPATCHED / CIRCULATED / DEVELOPED / LAUNCHED / PIONEERED / RECEIVED / / APPROPRIATED / GENERATED / FORMULATED / DEVISED / ASSEMBLED / PILOTED / FOSTERED / ACQUIRED / ADVANCED / CONVEYED / MULTIPLIED / EXTRACTED / RECRUITED / PROCURED / COLLECTED**

**KEY SKILLS AND PERSONAL QUALITIES**

**COMPETENCY / INITIATIVE / TECHNICALITY / TECHNOLOGICALITY / LOGIC / CONSCIENTIOUSNESS / DEPENDABLITY / CONSISTENCY / RESOURCEFULNESS / ENERGY / INNOVATION / RESILIENCE / VERSATILITY / SELF-MOTIVATION / LOYALTY / CONFIDENCE / NUMERACY / LITERACY / RELIABLITY / HUMOUR / EMPATHY / CREATIVITY / ADAPTABILITY / ORGANISATION / ACTIVE LISTENING / CO-OPERATION / NEGOTIATION / MANAGEMENT / COLLABORATION / PROBLEM-SOLVING / TOLERANCE / PATIENCE / LEADERSHIP / GENEROSITY / ENTHUSIASM / APPROACHABILITY / HONESTY / AMBITION / CURIOSITY / MOTIVATION / SELF-AWARENESS / TEAMWORK / ACCURACY / INTEGRITY / RESOURCEFULNESS / WILLING TO LEARN**

***AMANDA WATSON***

***CAREERS ADVISER***

***2022***