

Your Qualifications

I graduated from [NAME OF SCHOOL] with [TYPE OF DEGREE] in [DEGREE SUBJECT].

I hold a Master's degree in [SUBJECT AREA] /an MBA/ a Ph. D in [SUBJECT AREA] from [NAME OF SCHOOL].

I was awarded a scholarship to study [SUBJECT AREA].

TIP: schools with "University of" or "College of" in their name take the definite article, e.g. "The University of Maryland", "The College of William and Mary." Schools where the name comes before "University" do not, e.g. "Harvard University", "Stanford University."

Transferable Skills

<i>This skill...</i>	<i>Can be demonstrated by these actions...</i>
analytical skills	identify a mistake, analyze data, conduct a survey, solve a problem
creativity	invent a machine, design a website, suggest an alternative, solve a problem
communication skills	write a report, give a presentation, explain an idea, conduct an interview
interpersonal skills	resolve a dispute, listen to divergent points of view, counsel a team member
negotiation skills	change someone's mind, negotiate with someone, persuade someone to act
leadership skills	chair a meeting, lead a discussion, motivate a team, delegate tasks
organizational skills	plan a schedule, meet a deadline, decide on priorities, implement a plan
teamworking skills	discuss an issue, contribute to a meeting, support a colleague

Personal Characteristics

self-confidence

self-awareness

intelligence

resourcefulness

flexibility

intercultural awareness

independence

determination

self-motivation

Talking about your skills and experience

My role was to...

Working at ____ helped me to learn the importance of...

As the ..., I acted as ...

I think that I could bring ...

To do this effectively, I had to ...

My responsibilities included...

I implemented a new ...

While I was at ____, I was responsible for ...

My experience with ... taught me that ...

As part of my degree course in ____, I ...

I worked at ____ for two years, where I learned that ...

Useful Language

Talking about your interests

Use these adjectives...

avid
dedicated
committed
expert
regular
former
proficient
successful
active
keen
qualified
experienced

To describe these interests...

sailor
guitarist
mountain climber
reader
tennis player
blogger
skier
ballroom dancer
stamp collector
speaker of Portuguese
volunteer
jewelry maker

Talking about yourself

I apply a(n) ... approach to my work
I believe in ...
This enables me to...
I'm also able to ...
For example, in my last job...
I am used to dealing with
customers/managing budgets...
I have a good knowledge of...

I work well under pressure/in a
team/autonomously
I think I'm a good fit for the position of ____
because I ...
In this way, I am able to...
I feel that I am ...
I have recently started to ... to improve ...
What I was at the university, I used to ...

Talking about specific experiences

At the time...
There was a time when...
There was one situation when...
The problem was...
Probably the best example is...
I discovered that...
I realized that...
I agreed to...

I wanted to be a bit more...
What needed to be done was...
Unfortunately, this meant that...
It was very important that...
It was clear that...
We actually ended up...
Anyway, what happened was...
I managed to...

Useful Language

I decided to...	This resulted in ...
I organized a(n)...	This led to...
So, in order to..., I ...	In the end...

Talking about the company

Before apply for this position, I did a lot of research on...

In the end, I decided to...as it was clear that...

I had a look at your website and could see that you...

From everything I've learned, I feel that this is the type of organization I'd like to work for

Something that really attracted me to your company is...

I want to work with your company because you have an outstanding reputation/...

I think working for you would be very satisfying/challenging/fulfilling

Structuring your answer

When I was at...	Ever since...	So to sum up...
...years ago	Following my degree...	All of that is to say...
That's really when...	First..., Second..., Finally...	From this I've learned...

Softening negative information

I can be a bit (of a)...	I'm looking for an opportunity to...
I can occasionally be a little...	I feel I'm best suited to...
I can get...at times	I'm seeking the opportunity to develop further professionally.
I occasionally have difficulty...	I'm seeking fresh challenges.
From time to time, I...	

Emphasizing positive information

I put as much effort as possible into...	I am extremely/very...
I pay a lot of attention to...	I enjoy a great deal about...
I make sure that...	I work hard to...

Clarifying

Could you explain what you mean by...	Could you elaborate a little on...?
So, if I understand you correctly,...	Could you tell me what that would involve?
Do you mean...?	

Useful Language