

22 Get to know the jobs

→ Step 1

Match the skills and characteristics with the jobs. You can use each skill more than once, and you don't need to use all the skills. [Lösungsvorschlag](#)

good listener focused good computer skills works well in a team outgoing honest
 good communication skills physically strong good with numbers creative good people skills
 good cook responsible good sense of humour good all-rounder spontaneous hard-working

sports & activity organiser	cafeteria helper	entertainments organiser	a big sister/brother
<u>good people skills,</u>	<u>works well in a team,</u>	<u>hard-working,</u>	<u>good listener,</u>
<u>works well in a team,</u>	<u>good with numbers,</u>	<u>good computer skills,</u>	<u>responsible,</u>
<u>good communication</u>	<u>outgoing,</u>	<u>works well in a team,</u>	<u>good people skills,</u>
<u>skills, physically</u>	<u>hard-working</u>	<u>outgoing,</u>	<u>good communication</u>
<u>strong, responsible,</u>		<u>good communication</u>	<u>skills,</u>
<u>spontaneous</u>		<u>skills, creative</u>	<u>outgoing</u>

23 Choose a job

→ Step 2; S3

Match each of the four jobs in Exercise 22 with the best personal profile for a CV. There is one that doesn't match any of the jobs very well. Underline the key words in the profiles that made you choose the jobs.

- I believe that I have very good people skills. I am a natural communicator, and I have a friendly and helpful personality. I have a good sense of humour and like to have fun, but I also have a strong sense of responsibility. My leisure interests are mainly connected with sports and outdoor activities. **sports & activity organiser**
- I am very creative and good with words. I am very good at solving problems and working independently, and I can be extremely focused on a project when necessary. I have very good computer skills. My main hobby is travelling, and I have visited more than ten different countries and speak three foreign languages.
- I am hard-working and reliable, and I am always ready to do whatever needs to be done to make a project happen. I have good communication skills, and I am very good at working in a team. I also have a creative side, and I am passionate about music, theatre and film. **entertainments organiser**
- I have good communication skills. I am a good listener, and I am good at helping people to solve problems. I am also very good with children, and I understand how important it is to be careful and responsible when working with young people. I have a very outgoing personality, and spend much of my free time using social media. **big brother/sister**
- I am hard-working and reliable. I have good communication skills, and I enjoy meeting new people. I have recently left school and am taking a one-year break before going to university. I am happy to consider any type of employment. **cafeteria helper**