

BEP 40 – Job Interviews: First Interview (Part 1)

Dynamic Phrases to Describe Personal Characteristics

Using dynamic phrases (mainly adjective-noun combinations) in your cover letters and job interviews will catch an employer's attention. Of course, be sure you check the meaning of these phrases in a dictionary first and then choose 4 or 5 that best describe your own characteristics and are appropriate for the job you are interviewing for – probably not a good idea to say you're a 'risk taker' if you're applying for a job as an accountant!

ability to deal with ...	goal orientated
adapt well to new situations	innovative approach to/thinker
aggressive approach to problem solving <i>[use 'aggressive' only for negative things such as 'problems']</i>	[strong] interpersonal skills
assertive communicator	leadership skills
ambitious	long range vision
broad-minded	methodical
capable	motivational leader
committed individual/team player	people oriented
competitive nature	poised under pressure [of deadlines]
conscientious	problem solver
confident in my abilities	quick thinker/learner
cooperative	resourceful
creative thinker	risk taker
decisive leader	self-disciplined
detail oriented	self-motivated
determined problem-solver	self-starter
dynamic . . . speaker /manager	sensitive to the needs of ...
eager learner	sincere interest in
effective team member/player	success oriented
energetic	team player
enterprising	thrive on challenge
enthusiastic leader/team member	work independently
flexible approach/thinker	work well under pressure
[customer] focused individual	

Example:

"I'd describe myself a dynamic team player, with the ability to thrive on new challenges, and work well under pressure."