

Skills, Qualities and Abilities

Job Interviews in English: A practical guide for real situations



Technically, skills are expert knowledge that you can learn over time. Qualities are the personal characteristics of an individual. Abilities explain your capacity to do something. However, native speakers often use the expressions “skills” “qualities” or “abilities” interchangeably, to describe personal attributes in general. So don’t worry too much about the difference!

When you describe yourself in English, the important distinction is when you use “I have”, “I am” or “I do”

Skills: I have...

Active listening skills	Negotiating skills	Troubleshooting skills
Analytical skills	Networking skills	Verbal communication skills
Collaboration skills	Organizational skills	Written communication skills
Communication skills	People skills	
Conflict management skills	Presentation skills	
Critical thinking skills	Prioritisation skills	
Customer Service skills	Problem-solving skills	
Decision-making skills	Public speaking skills	
Delegation skills	Research skills	
Interpersonal skills	Scheduling skills	
IT skills	Storytelling skills	
Judgement skills	Strategic thinking skills	
Leadership skills	Supervision skills	
Management skills	Teamwork skills	
Multitasking skills	Time management skills	

Personal qualities: I am...

Ambitious	Enthusiastic	Persistent
Articulate	Flexible	Persuasive
Assertive	Focused	Positive
Collaborative	Friendly	Professional
Compassionate	Goal-oriented	Resilient
Competitive	Honest	Respectful
Confident	Independent	Responsible
Creative	Innovative	Self-disciplined
Dependable	Insightful	Self-motivated
Detail oriented	Loyal	Supportive
Diligent	Motivational	Team-oriented
Diplomatic	Open-minded	
Efficient	Organised	
Empathetic	Patient	
Energetic	Perceptive	

Abilities: I...

Collaborate with colleagues

Contribute ideas

Empower people

Give constructive feedback

Have a good sense of humour

Have a strong work ethic

Instruct others

Lead meetings

Manage a team

Meet deadlines

Pay attention to detail

Provide support

Solve problems

Take risks

Use my initiative

Work well under pressure

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