

Activity 6: Vocabulary

These are some terms that can be used to describe skills and abilities you can include in your resume. Work with a partner to match the word to its description.

_____ 1. responsible	a. can work well with others
_____ 2. punctual	b. ready to help
_____ 3. helpful	c. does what they say that they will do
_____ 4. team player	d. always on time
_____ 5. energetic	e. works according to plan
_____ 6. honest	f. not lazy, can work long hours
_____ 7. hardworking	g. doesn't get tired easily
_____ 8. neat	h. tells the truth, doesn't lie
_____ 9. patient	i. has good manners/talks nicely
_____ 10. multi-tasker	j. doesn't get annoyed easily
_____ 11. organized	k. clean and tidy, not messy
_____ 12. polite	l. can do two to three things at one time