

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.

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| _____ 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 |