


Applying for a Job

Key Words Sheet

 ASDAN Links	<ul style="list-style-type: none">• Certificate of Personal Effectiveness (CoPE)• Award of Personal Effectiveness (AoPE)• Personal and Social Development (PSD)• Employability• ASDAN Experience of Work Short Course
Skills Development:	<ul style="list-style-type: none">• Communication

Applying for a Job

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These words can be included in any interview or application form for a job or work placement. If you are not sure what they mean, look them up in a dictionary before using them.

Name:

Date:

Adaptable	Conscientious	Effective at	Reliable
Creative	Polite	Trustworthy	Flexible
Considerate	Sociable	Loyal	Versatile
Dependable	Confident	Methodical	Committed
Determined	Resourceful	Tactful	Experienced in
Willing	Responsible	Friendly	Compliant
Helpful	Caring	Organised	Positive
Motivated	Competent	Hardworking	Honest
Capable	Enthusiastic	Efficient	Participated in
Qualified	Dedicated	Respectful	Consistent