

Interviewing

Vocabulary Builder

This template will help you build your vocabulary for interviews.



Words and phrases to describe your skills in managing time:	
<ul style="list-style-type: none">• Efficient• Productive• Streamlined• Expedite• Accountable	<ul style="list-style-type: none">• “I am good at managing time”• “I am quick with assignments”• “I know how to get my work done on time”
Words and phrases to describe your skills in managing times of high stress:	
<ul style="list-style-type: none">• Focused• Level-headed• Composed• Reliable	<ul style="list-style-type: none">• “I work well under pressure”• “I thrive under pressure”• “I manage stress effectively”• “I stay calm in moments of high stress”
Words and phrases to describe your skills in learning new technology:	
<ul style="list-style-type: none">• Tech-savvy• Proficient in technology• IT proficient	<ul style="list-style-type: none">• “I can learn new programs and software quickly”• “I’ve adapted to new technology before”• “I feel comfortable with learning new softwares”
Words and phrases to describe your skills in being a team player:	
<ul style="list-style-type: none">• Friendly• Collaborative• Empathetic• Team builder	<ul style="list-style-type: none">• “I am passionate about building community”• “I do well in group settings”• “I can stay focused when

<ul style="list-style-type: none"> Coordinator 	<p>working in a team"</p> <ul style="list-style-type: none"> "I stay open-minded when sharing ideas with others"
Words and phrases to describe your skills in being good with details:	
<ul style="list-style-type: none"> Detail-oriented Focused Meticulous Thorough Precise 	<ul style="list-style-type: none"> "I am great at focusing on the small details of a project" "I make sure all the smaller parts of a project are accounted for" "I can look at macro and micro details while working"
Words and phrases to describe your skills in being good with solving problems:	
<ul style="list-style-type: none"> Problem-solver Solution finder Strategist Creative thinker 	<ul style="list-style-type: none"> "I can offer insight into how to solve problems" "I will provide solutions to issues in projects" "I am good at troubleshooting" "I can find creative solutions"
Words and phrases to describe your skills in being good with communication:	
<ul style="list-style-type: none"> Communicator Direct Honest Delegate 	<ul style="list-style-type: none"> "I know how to be direct when sharing ideas" "Communicating with others is something I strive at" "I can help facilitate communication in my team"
Words and phrases to describe your passion:	
<ul style="list-style-type: none"> Passionate Enthusiastic Excited Ready Prepared Committed 	<ul style="list-style-type: none"> "I am passionate about this job opportunity" "This organization inspires me to continue working to achieve in a career in this area" "I am eager to start working here and supporting this organization's goals"