



## Useful vocabulary

### About careers

Experience / work experience  
Specialist  
Reporting  
Management  
Support  
Colleagues  
GCSE / AS levels / BTEC / A levels  
Degree  
Qualification  
Award  
Graduate  
Employee  
Employer  
School-leaver  
Career  
Human resources  
All-round education

### About job applications / advertisements

Vacancy  
Post  
Candidate  
Advert / advertisements  
Role  
Tasks  
Skills  
Job description  
Attributes  
Qualities  
Curriculum vitae or CV  
Personal statement  
Opportunity  
Interview  
Interviewee  
Interviewer  
Challenge / challenging  
Senior  
Junior  
Assistant  
Workload  
Terminology  
Manual  
Desk-based  
Requirements

### Skills you might need

Communication  
Problem-solving  
Multi-tasking  
Teamwork  
Administration  
IT  
Organisation  
Typing / keyboard  
Work well under pressure  
Analytical / analysis  
Logic  
Problem-solving  
Decision-making

### Working in the NHS

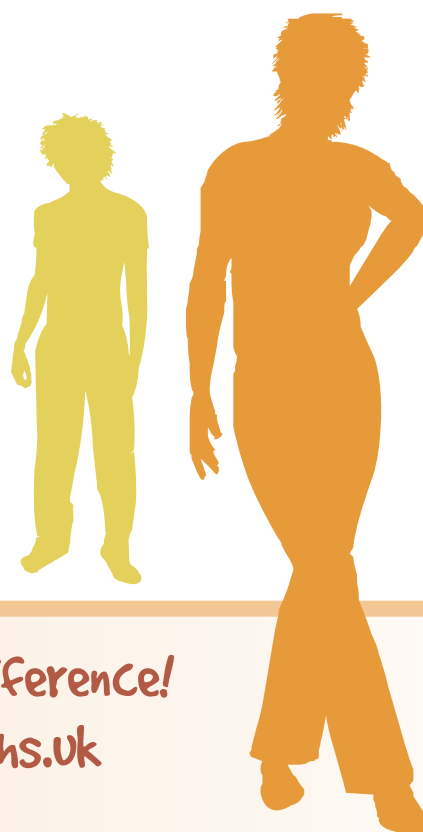
Community  
Hospital  
Surgery  
Clinic  
Ambulance  
Foundation trust  
Patient's home

### Personal skills

Reliable or reliability  
Calm  
Helpful  
Understanding  
Patient  
Friendly  
Sociable  
Outgoing  
Adaptable  
Responsible  
Practical  
Independent  
Motivated  
Confident  
Organised  
Initiative  
Decisive  
Sympathetic  
Bedside manner  
Caring  
Team player

### Things the job might include

Assisting / assistance  
Organising / organisation  
Managing / management  
Installing / installation  
Maintaining / maintenance  
Responding / response  
Decision-making  
Systems  
Programmes  
Recording / records  
Monitoring  
Fixing  
Planning  
Variety  
Paperwork  
Administration  
Enquiries / querying  
Checking  
Life-saving  
Despatching  
Arranging  
Training  
Development  
Caring  
Teamwork



Together we can make a difference!

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