

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

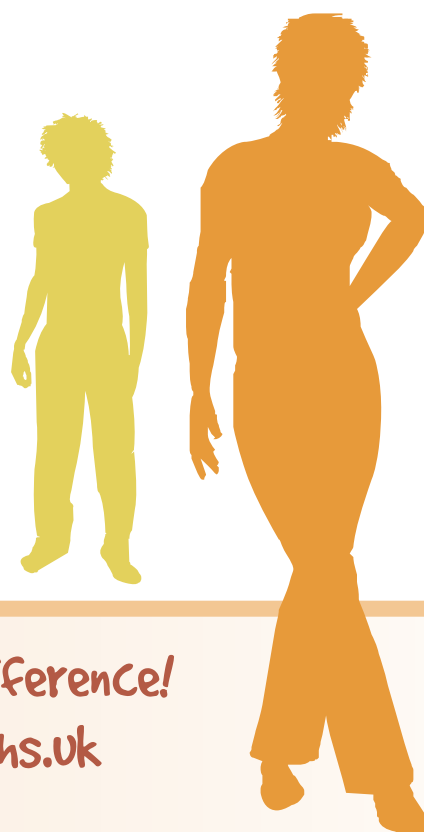
Community
 Hospital
 Surgery
 Clinic
 Ambulance
 Foundation trust
 Patient's home

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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