**Rachel Sanderson**
Sales Coordinator

Telephone: 01456 786564
Email: info@bargain.com

**PERSONAL SUMMARY**

An action oriented, positive and engaging sales professional who has the ability to work under deadline pressure, handle stress, and deliver results. Rachel possesses a competitive spirit and views every customer as a potential sale. She is always focused on results, dedicated to quality and committed to meeting her client’s needs. Her key strengths are her can-do attitude, people skills and strong desire to be the best. Right now she is looking for a suitable position with an ambitious company where the sales management team has been promoted from within.

**ACADEMIC QUALIFICATIONS**

Central Birmingham University – Marketing Degree 2003 - 2007
Aston College - HND 2001 – 2003
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)

**CAREER HISTORY**

SALES – January 2010 - present
Buy Our Stuff - Coventry
Responsible for initiating product sales within the company and for hitting set targets and goals.

Duties;

* Assisting clients in finding the products and services that are right for them.
* Building ongoing customer relationships.
* Accepting customer payments.
* Filing completed orders and completing administrative reports.
* Assisting with the set-up and merchandising of showrooms.
* Selling products and services to new and existing customers.
* Quickly responding to any customer requests for information.
* Following up on all prospects.
* Communicating with customers in a friendly, prompt and professional manner.
* Interacting and striking up conversations with customers.

TRAINEE SALES CONSULTANT – May 2008 - January 2010
Sale Away – Birmingham

* Promoting customer loyalty.
* Achieving personal sales targets in line with KPI objectives.
* In charge of daily cash management and bank deposits.
* Initiating telephone contact with potential customers.
* Resolving all customer queries at the initial enquiry.

**KEY SKILLS AND COMPETENCIES**

Sales

* Achieving and exceeding sales goals and meeting deadlines in a revenue-driven atmosphere.
* Providing an exceptional customer service experience.
* Negotiating sales terms.
* Superb organizational and time management skills.
* Identifying customer needs and responding to them quickly.
* Managing a sales pipeline.
* Ability to work under pressure, managing uncertainty and adapt to rapid change.
* High level knowledge of Finance & Procurement processes.

**AREAS OF EXPERTISE**
Closing sales
Handling objections
Generating quotes
Customer service
Competitor analysis

**REFERENCES**

Available on request.

**További hasznos kifejezések:**

* Problem solving – Problémamegoldás
* Team Leader - Csoport vezetője
* Excellent organisational skills - Kiváló szervezőképesség
* Exceptional communication skills - Kiváló kommunikációs készségek
* Excellent telephone manner skills - Kiváló telefonos készségek
* High standard of professionalism - Magas színvonalú szakmaiság

**Karen Keen**
Project Manager

T: 01293 678678
Email: info@project.com

**PERSONAL SUMMARY**

A highly motivated professional who is driven to succeed, and who has the ability to manage large-scale, complex projects. Karen has extensive experience of project scheduling, managing resources, controlling budgets and organising team activities. As someone who approaches challenges with a ‘can-do’ attitude, she is not fazed by multiple projects. Preparedness, continual improvement and resilience are words that would accurately describe her personal attitude to things. She is always looking for ways to improve processes, and has a long track record of producing quality results in pressurised situations.

**EDUCATION**

Central Birmingham University – MBA Degree 2003 - 2007
Aston College - HND 2001 – 2003
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)

**CAREER HISTORY**

PROJECT MANAGER – January 2010 - present
Project X - Coventry
Responsible for managing all aspects of a project in order to deliver approved business functionality. Also involved in leading a network of partner teams to deliver services which meet a customer's exact needs.

Duties;

* Maintaining communication lines between all personnel involved in a project.
* Identifying, coordinating and ordering materials needed for projects.
* Acting as a mediator between team members and with external stakeholders when conflicts arise.
* Providing direction and support to project teams and individuals.
* Tracking project costs.
* Maintaining project records, data bases and other tracking tools.
* Communicating with senior managers and customers of the status of projects.
* Carrying out basic project related calculations.
* Determining how project results will be measured.

TRAINEE MANAGER – May 2008 - January 2010
Brummieco – Birmingham

* Identifying change and co-ordinating and managing the delivery of change.
* Developing and implementing end-user test strategies and documenting feedback.
* Managing conflict appropriately.
* Co-ordinating resources to deliver projects on time and to budget.
* Mentoring members of the project team in their personal development.

**KEY SKILLS AND COMPETENCIES**

Project Management

* Familiarity with project management tools or software packages.
* Building high performing teams.
* Managing vendor relationships with skill and diplomacy.
* Monitoring and measuring performance.
* Managing and supporting HR projects.
* Commercially astute with a strong track record in project financials and supplier management.
* Able to concisely summarise complex issues.
* Ability to prioritise between projects.

**REFERENCES**

Available on request.

**További hasznos kifejezések:**

* **Producing documents, briefing papers, reports and presentations** - Dokumentumok, tájékoztatók, jelentések és prezentációk készítése
* **Experience of managing a team of up to 10 staff members** - Tapasztalat akár 10 munkatársból álló csapat irányítása terén
* **Staff administration including holiday and sickness tracking** - Személyzeti adminisztráció, beleértve a szabadságok és betegszabadságok nyilvántartását
* **Assisting with the preparation of the monthly management accounts** - Segítségnyújtás a havi menedzsment beszámolók elkészítésében
* **To identify, plan and execute implementation of new business streams** - Új üzleti tevékenységek azonosítása, tervezése és megvalósítása

**Jennifer Dredd**
Lawyer

Telephone: 01786 223984
Email: Iamthelaw@email.com

**PERSONAL SUMMARY**

Jennifer comes from a solid corporate background and can be relied upon to always give expert legal advice in a way which ensures that a client’s competitive advantage is maintained. During her career she has had wide exposure to a broad range of legal matters. In her current role she provides the highest possible level of legal service to senior managers and guards the company against any legal risks. On a personal level she is entrepreneurial, business-minded and always seeking the next challenge. Right now she feels that she is overspecialised in certain areas and would like to diversify her respective skill sets. She would therefore like to join a firm that can offer ambitious Corporate Lawyers like her an opportunity to push their expertise and career even further.

**ACADEMIC QUALIFICATIONS**

University name  -  Degree details              Study Dates
College name      -  Qualifications                Study Dates
School name       -  Subjects / Grades          Study Dates

**CAREER HISTORY**

CORPORATE LAWYER - 2015 - Present
Law Bros - London
Responsible for anticipating and guarding against any legal risks facing the company.

Duties;

* Giving commercial legal advice to management teams and senior director level figures.
* Involved in all aspects of the firm’s Corporate and Commercial matters.
* Ensuring the legality of all commercial decisions and transactions.
* Advising the company on its legal rights and duties.
* Representing the company in its dealings with other law firms.
* Serving as an in-house counsel to company decision makers.
* Developing the company’s policy and position on legal issues.
* Ensuring compliance with rules and regulations.

CORPORATE LAWYER - 2010 - 2015
DOMTEK – BUDAPEST

Duties;

* Advising large corporate clients on key technical issues.
* Reviewing legal documents.
* Carrying out research into legal issues.
* Developing close working relationships with business partners.
* Attending company meetings.

**KEY SKILLS AND COMPETENCIES**

Professional

* Possess up to date knowledge of relevant local, national and international laws and the impact they may have on the firm and its clients.
* Can quickly gain an understanding of a client’s commercial objectives.
* Excellent academic and law firm credentials.
* A passion for providing unparalleled client service.
* Analysing case law and providing recommendations.

Personal

* A motivated team player who has an enthusiastic “can do” attitude.
* Excellent listening skills.
* Maintaining a professional image at all times.
* Inspiring and leading others.
* Comfortable with being the ‘go to’ person on all legal matters.

**REFERENCES**

Available on request.

 **További hasznos kifejezések:**

* **Drafting commercial property transactions, lease renewals, licences to alter & other related legal paperwork** - Kereskedelmi ingatlanügyletekkel, bérleti szerződések meghosszabbításával, módosítandó engedélyekkel és más jogi aspektusokkal kapcsolatos dokumentumok előkészítése
* **Acting as a first primary point of contact for clients on a day to day basis regarding a wide range of legal issues** - Ügyfelek vonatkozásában első kapcsolatfelvételi pontként való eljárás napi szinten, jogi kérdések széles körét illetően
* **Analysing & advising on a variety of contracts, commercial agreements, litigation issues/dispute resolutions** - Szerződések, kereskedelmi megállapodások, peres/alternatív vitarendezésű ügyek elemzése és tanácsadás ezekkel kapcsolatosan

**Gary Edwards**
General Practitioner

Telephone: 01213 567489
Email: openwide@email.com

**PERSONAL SUMMARY**

A trusted, patient focused and experienced locum doctor with a long history of serving patients by successfully diagnosing, treating and also managing their illnesses and diseases. Easy going by nature and able to get along with other healthcare professionals and also senior managers. Experience of working normal surgery hours and also providing out of hours and weekend cover.

**EDUCATION**

MB BS Honors - Medicine & Surgery -  Leicester University

**CAREER HISTORY**

DOCTOR / GENERAL PRACTITIONER – Sickly Surgery
August 2008 - present
Working in a busy community surgery providing primary medical care to patients from the local community by way of surgeries, clinics and home visits.

* Investigating and diagnosing sick and injured patients on their ailments and then arranging appropriate treatments for them.
* Updating and maintaining accurate patient records.
* Advising patients on health education matters.
* Supervising other administrative and junior healthcare staff.
* Learning about the medical history of a patient to ensure they have no allergies etc.
* If necessary referring patients to hospitals or specialist clinics for further investigation.
* Planning staffing duties and rota's for medical staff.
* Prescribing medical prescriptions to patients.

HOSPITAL DOCTOR - Hospital Trust
July 2006 - August 2008

Over a period of time working in a fast paced and busy hospital environment, dealing with medical emergencies as they occurred.

* Work in the accident and emergency ward.
* Assessing newly admitted patients.
* Looking after patient under my care who are on wards.
* Working as part of a team liaising with nurses, registrars and other healthcare professionals.
* Monitoring and advising medical students and other junior doctors.

**PROFESSIONAL EXPERIENCE**

Medical

* Previous accident and emergency (A&E) medicine experience.
* Able to deal sympathetically with sensitive circumstances.
* Keeping up to date with the latest treatments, medicines and medical developments.
* Experience of providing care to patients on hospital wards, outpatient clinics and also doctors surgeries.
* Assisted in the operating theaters in surgical operations.
* A willingness to accept responsibility.
* Experience of working in a pressurized environment.
* Ability to work long and unsociable hours.
* Experience of teaching at medical schools.
* Excellent team leading, administrative and organizational skills.

**KEY COMPETENCIES AND SKILLS**

|  |  |  |
| --- | --- | --- |
| Emergency doctor | Anaesthetics | SHO |
| Management | Examination skills | Patient relations |
| Trauma | Communication skills | Budgetary control |
| Problem solving | Resource planning | Administration |

**REFERENCES** - available on request.

**További hasznos kifejezések:**

* **Extensive previous experience** - Kiterjedt korábbi tapasztalatok
* **Capable of running own work load** - Saját munkaterhelés folyamatos teljesítésére való képesség
* **Able to develop good working relationships** - Jó munkakapcsolatok kialakítására való képesség
* **Clean, tidy and professional appearance** - Tiszta, rendezett és professzionális megjelenés
* **Knowledge of using advanced equipment/software/hardware** - Korszerű eszközök, szoftver és hardver használatára vonatkozó ismeretek

**Harriet Redman**
Customer Service Advisor

Telephone: 01706 874089
Email: info@canihelp.com

**PERSONAL SUMMARY**

A presentable, articulate and energetic Customer Service professional who loves getting things right for her customers and making them happy. Harriet has a long history of offering the highest level of service to clients both face to face, online and over the telephone. She has experience of providing a friendly and efficient service within a fast paced and challenging environment. Her key strengths lie in being tactful and diplomatic when dealing with difficult situations, and in being a strong point of contact with customers. Right now she is looking for a suitable position with a company that offers performance-driven individuals a place where they can build a successful career.

**EDUCATION**

Central Birmingham University – Business Administration Degree 2003 - 2007
Aston College - HND 2001 – 2003
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)

**CAREER HISTORY**

CUSTOMER SERVICE ADVISOR – January 2010 - present
Dermico - Coventry
Responsible for persuading customers to shop if they had not planned to, and encouraging them to spend more than they intended to.

Duties;

* Checking the shop floor for out-of-date and damaged products.
* Encouraging customers to buy products and services.
* Organising the shipping of goods to customers.
* Listening out for and identifying opportunities to cross sell additional products and services.
* Logging information onto computer systems.
* Meeting and greeting customers in a friendly and timely manner.
* Engaging in conversation with customers.
* Preparing invoices at the time of service and processing payment.
* Carrying out customer service assessments to identify and prioritise needs.
* Maintaining a thorough understanding of all company products and processes.
* Answering incoming showroom calls.
* Confirming orders placed by customers via the phone, post and internet.

CASHIER – July 2007 - May 2008
Woolworths – Birmingham

* Answering customer questions regarding products.
* Asking customers questions in order to build a better understanding of their needs.
* Preparing sales areas.

**KEY SKILLS AND COMPETENCIES**

Customer Service

* Can tactfully manage difficult or emotional customers.
* Listening patiently to and empathising with customers.
* Always conveying a genuine desire to help and support customers.
* Managing multiple customers simultaneously.
* Confident when dealing with people face to face.
* Identifying opportunities for improvement of customer service.
* Handling conflicting priorities.
* Maintaining customer database files.

Personal

* Able to deal with frequent changes in the work environment.
* Coping well with setbacks when targets aren’t met.
* Willing to work additional hours if required.
* Available for weekends and evening work.
* An ability to organise and present information for a varied audience.

**REFERENCES**

Available on request.

**További hasznos kifejezések:**

* **Strong client orientation** - Erős ügyfélorientáltság
* **Excellent telephone manner skills** - Kiváló telefonos készségek
* **Able to identify critical issues** - Kritikus problémák azonosítására való képesség
* **Exceptional communication skills** - Kiváló kommunikációs készségek

**Alan Jones**
Bank Manager

Telephone: 01707 376376
Email: alan.joness@email.com

**PERSONAL SUMMARY**

Having over 3 years of managerial experience as a bank manager in a busy high street branch. Possessing the required leadership and dynamism necessary to provide a quality service of the highest order and the efficiency to drive our products competitive advantage. Comprehensive knowledge of the banking industry and its procedures as well as having the ability to aim high, think smart and act fast. Currently looking for a suitable bank manager position with a progressive, ambitious and reputable bank.

**ACADEMIC QUALIFICATIONS**

Professional Diploma in Financial Services Management
Applied Diploma in Corporate Banking
BA in International Business Studies Manchester University - 2006

**CAREER HISTORY**

BANK MANAGER - Unicredit
May 2015 - present
In charge of the financial operations and employees of the bank. Managing and leading bank staff to deliver exceptional customer service in a busy high street branch. Working hard to bring in new customers and boost the bank's profits.

* Identifying the needs of customers and then working hard to meet or even exceed them.
* Working hard to market and sell the banks products like mortgages, loans and insurance etc.
* Monitoring customer accounts.
* Maintaining all quality and procedural standards within the branch.
* Keeping an eye on competitor activity.
* Managing the day to day running of the branch.
* setting and achieving targets,

ASSISTANT BANK MANAGER – Borris Banks
January 2005 - May 2007
Aiming to treat the bank customers with honesty and openness and to offer them clear straightforward advice by recommending only those products that fit our customers' needs.

* Sitting in on interviews bank staff have with customers and making sure any loan applications made are properly written up and submitted.
* Setting branch objectives and then working hard to ensure they are met.
* Attending head office for meetings and conferences.
* Dealing with escalated customer queries and complaints.
* Advising customers on the banks credit cards and savings accounts.
* Monitoring cashiers and branch staff and giving them feedback on how they interact with customers. Inspiring them to not only hit targets but deliver great service.

**PROFESSIONAL EXPERIENCE**

Banking

* Having an excellent working knowledge of banking products like mortgages, insurance, current accounts etc.
* Comprehensive knowledge of banking sector regulatory and legal requirements.
* Experience of data mining and large-scale customer database data interrogation and manipulation.
* Monitoring lending transactions for accuracy and company compliance.
* Ability to plan and deliver effective sales strategies.
* Arranging networking events with local businesses and representing the bank at these and promoting its services and products.
* Accepting overall responsibility for the banks products like: personal loans, credit cards, unsecured loans and overdrafts.

Managing

* Possessing the ability to build strong business relationships with individual and corporate clients.
* Able to make effective decisions.
* Having a excellent understanding of business operations.
* In depth knowledge of competitors and their products and services.
* Having high levels of integrity and honesty.

**KEY COMPETENCIES AND SKILLS**

|  |  |  |
| --- | --- | --- |
| Customer retention | International banking | Management Information |
| Portfolio management | Change management | Client relations |

**REFERENCES** - available on request.

**További hasznos kifejezések:**

* **Experience of managing a team of up to 10 staff members** - Tapasztalat akár 10 munkatársból álló csapat irányítása terén
* **Staff administration including holiday and sickness tracking** - Személyzeti adminisztráció, beleértve a szabadságok és betegszabadságok nyilvántartását
* **Ensuring that any concerns or complaints are dealt with appropriately** - A felmerült problémák és panaszok megfelelő kezelésének biztosítása

**Katie Black**
Administrator

T: 0044 121 638 0026
E: info@dayjob.com

**PERSONAL SUMMARY**

A pleasant, professional and proficient administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office. Katie is an effective team member who has the ability to meet deadlines and ensure that the highest standards of Office organisation are maintained at all times. She has a methodical and thorough approach to work, and will go out of her way to maintain an enjoyable and clean working environment. She has experience of working with the general public, both face-to-face and over the telephone and is someone who will always go that extra mile to get things done. Right now she is looking to work for a company that offers excellent opportunities for personal and professional development.

**EDUCATION**

Central Birmingham University – MBA Degree 2003 - 2007
Aston College - HND 2001 – 2003
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)

**CAREER HISTORY**

ADMINISTRATOR – January 2010 - present
Adminco - Coventry
Responsible for handling the day-to-day administrative tasks of the office and making sure that everything runs smoothly.

Duties;

* Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
* Maintaining an effective administration system.
* Rapidly responding to and resolving any administrative problems.
* Managing related legislative, regulatory and compliance issues.
* Running the company reception area.
* Coordinating office procedures.
* Making sure that information is quick and easy to locate.

TRAINEE ADMINISTRATOR – May 2008 - January 2010
Employers name – Birmingham

* Ordering and maintaining office stationery and equipment.
* Typing up correspondence including letters, faxes, minutes and memos.

CASHIER – July 2007 - May 2008
Custard Factory - Birmingham

**KEY SKILLS AND COMPETENCIES**

Administrator Skills

* Well organised, and be able to prioritise work in an efficient manner.
* Providing high quality Customer Service.
* Good level of numeracy.
* Good at juggling tasks and prioritising.
* Impeccable telephone manners.
* Resolving and managing queries to closure.

Personal

* Calm and composed under pressure and able to work to tight deadlines.
* Ability to work within a busy and demanding team environment.
* Able to work with minimum amount of supervision and on own initiative.

**AREAS OF EXPERTISE**

Office Administration
Secretarial Duties

**REFERENCES**

Available on request.

**További hasznos kifejezések:**

* **Maintaining an effective administration system** - Hatékony adminisztrációs rendszer fenntartása
* **Rapidly responding to and resolving any administrative problems** - Adminisztratív problémák esetén gyors reagálás és megoldás
* **Coordinating office procedures** - Az irodai eljárások összehangolása
* **Receiving and redirecting telephone calls** - Telefonhívások fogadása és átirányítása
* **Running the company reception area** - A cég recepciójának működtetése
* **Typing up correspondence including letters, faxes, minutes and memos** - Dokumentumok – ideértve leveleket, faxokat, jegyzőkönyveket és emlékeztetőket – begépelése

**Sarah Banks**

IT ANALYST

Telephone: 01234 448448
Email: sbanks@email.com

**PERSONAL SUMMARY**

An ambitious, accomplished and dedicated IT Analyst who has an intense interest and keen enthusiasm for software and technology. Sarah is able to produce software more quickly and with fewer errors that any of her peers. She has a track record of coming up with timely, workable and affordable solutions that continually delight her customers. As someone who comes from a technical and analytical background, she will have no problem working in an environment where there is a lot of cross over between teams. Her key strength is her ability to carry out preventive actions on complex issues that cross organizational boundaries and are unclear in nature. Right now she wants to work in a tech centric and challenging environment where there will be room for future career progression

**EDUCATION**

University name  -  Degree details               Study Dates
College name      -  Qualifications                Study Dates
School name       -  Subjects / Grades          Study Dates

**CAREER HISTORY**

IT ANALYST - 2015 - Present
IT World – Manchester
Responsible for managing multiple IT requests on a daily basis.

Duties;

* Developing help sheets and frequently asked questions lists for end users.
* Writing, testing, and de-bugging complex programs.
* Software performance testing on customer sites.
* Taking the lead in cross-functional teams to plan and execute IT projects.
* Developing high quality code.
* Being the primary point of contact for work colleagues and senior managers.
* Writing up Standard Operating Procedures for end users.
* Undertaking routine installations and de-installations of IT hardware and software.
* Turning business requirements into fully functional applications.

**KEY SKILLS AND COMPETENCIES**

Professional

* Experience of providing support to global companies.
* Strengthening IT infrastructure.
* Using software lifecycle tools to come up with code.
* Can quickly understand how customers use IT in their business.
* Not afraid to change established ways.
* Providing feedback in a clear and easy to understand manner.
* Breaking down systems into small manageable parts.
* Highly collaborative by nature and willing to meet people more than half way.

**AREAS OF EXPERTISE**

Technical Authoring
Source code control
Issue management

**REFERENCES**

Available on request.

**További hasznos kifejezések:**

* **Responsible for the layout, visual appearance and usability of the website** - Felelősség a honlap elrendezésének, vizuális megjelenésének és használhatóságának biztosításáért
* **Testing the website for functionality in different browsers and at different resolutions** - A honlap funkcionalitásának tesztelése különböző böngészőkkel és képernyőfelbontásokkal
* **Ensuring that the web site is accessible** - A honlap elérhetőségének biztosítása
* **Accurately updating administrative records of projects** - A projektekre vonatkozó adminisztratív nyilvántartások vezetése, naprakészen tartása
* **Designing and creating new role specific software** - Új, a munkakörre specifikus szoftver tervezése és létrehozása

[**Érdekel**](https://angolintezet.hu/angol-tanfolyamok/uzleti-angol-tanfolyam/?utm_source=blog&utm_medium=angol%20oneletrajz%20cikk&utm_campaign=letoltheto%20word%20fajl)**!**

Amennyiben ezek után sem vagy biztos abban, hogy megfelelő lett angol önéletrajzod és pusztán szoftverekre sem szeretnéd bízni CV-d ellenőrzését, akkor az Angol Intézet tud neked ebben segíteni.

[**Kommunikációs Dopping - üzleti angol nyelvtanfolyamunkhoz**](https://angolintezet.hu/angol-tanfolyamok/uzleti-angol-tanfolyam/?utm_source=blog&utm_medium=angol%20oneletrajz%20cikk&utm_campaign=letoltheto%20word%20fajl) ugyanis ajándékba jár, hogy anyanyelvi tanárod átnézi és kijavítja a hibáidat, valamint további tanácsokkal is ellát a megfogalmazást illetően, hogy önéletrajzod tökéletes és profi hatást keltsen.

**Pozitív melléknevek A-Z-ig angol önéletrajzhoz**

**A:** academic – akadémiai; adventurous - vállalkozó szellemű; an advocate – pártfogó, védelmező, támogató; analytical – analitikus; animal-lover – állatbarát; animated - lendületes; articulate - kitűnő előadókészség; artistic - művészi; assertive - öntudatos; astute - körültekintő; athletic - sportos; autonomous - Önálló;

**B:** Balanced - kiegyensúlyozott; brilliant - brilliáns; business-oriented - üzletorientált;

**C:** Can-do attitude – problémamegoldó, meg tudom csinálni hozzáállással rendelkező; capable - hozzáértő; caring - gondoskodó; cerebral - intellektuális; good with children - ért a gyerekek nyelvén; class clown - osztály bohóca; community service oriented - aktív közösségi szerepvállaló; compassionate - könyörületes; competent - kompetens; concerned about others - másokkal törődő; confident - magabiztos, határozott; conscientious - lelkiismeretes; considerate - figyelmes; courageous - bátor; creative - kreatív; curious - kíváncsi;

**D:** Daring - merész; dependable - megbízható; detail-oriented - részlet-orientált; diligent - szorgalmas; disciplined - fegyelmezett; down-to-earth - szerény; driven - motivált;

**E:** Empathetic - empatikus; enthusiastic - lelkes; an entrepreneur - vállalkozó; ethical - etikus; an explorer - felfedező;

**F:** Fearless - rettenthetetlen, bátor; a finisher - az, aki nem cask ötletel, hanem végigviszi a feladatot; fitness-oriented - fitness orientált; flexible - rugalmas; focused - összeszedett; a foodie - hobbiszakács; friendly - barátságos; doesn’t suffer fools - toleráns; fun - szórakoztató személyiség; funny - vicces;

**G:** Generous - nagylelkű; gentle - kedves; genuine - őszinte; never gives up - sosem adja fel; goal-oriented - célorientált; goes beyond what is expected - túlteljesíti a követelményeket; good natured - jó természetű; good with the elderly - szót ért az idősekkel; gracious - szívélyes; grounded - földhöz ragadt;

**H:** Happy - boldog; hard-working - szorgalmas; health-oriented - egészségtudatos; honest - őszinte; humble - szerény; GREAT sense of humor - jó humorérzékkel megáldott;

**I:** Imaginative - kreatív, ötletes; fiercely independent - határozottan önálló; inspirational - lelkesítő, ösztönző; an intellectual - intellektuális; intelligent - intelligens; interpersonal - simulékony;

**J:** Jovial - derűs személyiség; joyful - vidám;

**K:** Kind - kedves; has real know-how - komoly szakmai tudása van; knowledge-seeking - szeret tanulni;

**L:** Good with languages - jó nyelvérzékkel megáldott; a leader - vezető beállítottságú; a fast learner - gyorsan/könnyen tanul; logical - logikus gondolkodású; loyal - hűséges;

**M:** Mature - érett; mechanically oriented - gép-orientált; methodical - rendszerben gondolkodó; modest - szerény; motivated - motivált; multilingual - Többnyelvű; musical - zenekedvelő;

**N:** Natural - természetes; nonconformist - nonkonformista;

**O:** An “old-soul” - érett; optimistic - optimista; organized - rendezett, szervezett; original - eredeti, egyéniség; outdoorsy - társaságkedvelő; outgoing - társaságkedvelő; his or her own person - Hű önmagához;

**P:** Passionate - szenvedélyes; patient - türelmes; persistent - kitartó; poised - kiegyensúlyozott; polite - tisztelettudó, udvarias; popular - híres; positive - pozitív; has stage presence - jó kiállású, karizmatikus; a problem solver - problémamegoldó;

**Q:** Quick - gyors munkavégzés;

**R:** A reader - olvasott; reliable - megbízható; a researcher - kutató; resilient - kitartó; resourceful - leleményes [pozitív értelemben]; respected - elismert, tisztelt; respectful - tisztelettudó; responsible - felelősségteljes; a risk-taker - vakmerő;

**S:** Scholarly - szeret tanulni, tudományos; scientific - tudományos; a self-starter - kezdeményező; science-oriented - tudomány-orientált; sensitive to others - érzékeny másokkal szemben; sincere - őszinte; sparkling - sziporkázó személyiség; spiritual - spirituális; a sports nut - sportimádó; stands out from the crowd - kitűnik a tömegből; social - közösségi ember; strong-willed - határozott; studious - szorgalmas, tanulékony; supportive - támogató;

**T:** Take-charge person - vezető egyéniség; talented - tehetséges; a natural teacher - született tanár; a team player - csapatjátékos; techie - technológiai guru; tenacious - kitartó; deep thinker - intellektuális; thirsty for knowledge - tudásra éhes; loves to travel - szeret utazni; trustworthy - szavahihető;

**U:** Unafraid - nem fél; unique - egyéniség; unpretentious - önmagát adja; upfront - nyílt, őszinte;

**V:** Vivacious - élénk;

**W:** Willing to step up - kiállni egy ügyért/felelősséget vállalni valamiért; worldly - materiális; beautiful writer - remek író;

**X:** A xenophile - befogadó;

**Z:** Zealous - lelkes/fanatikus;