



More phrases and vocabulary

STAND-ALONE SENTENCES (can be added within your key skills or as appropriate)

- Strong leadership qualities with ability to take charge and follow through with a commitment to excellence.
- A self-motivated professional who works well under pressure, enjoys new challenges, is a team player, and is dedicated to the profession.
- An able problem-solver with the tenacity to successfully complete assignments and the flexibility to adapt to changing situations and requirements.
- Excellent knowledge of industry terminology and strategies.
- Sound, common-sense decision-maker with well-rounded experience.
- A self-motivated team builder with the ability to manage multiple projects simultaneously while maintaining a clear perspective of goals and objectives.
- Demonstrated skills in assessing problem areas and offering recommendations, resulting in [increased productivity/streamlined operations/increased sales/increased profits/decreased expenses/cost reductions/other:].
- A hands-on professional who works well under pressure and leads by example.
- An experienced manager with the ability to motivate and guide staff and build a solid team environment with superior work ethics and a commitment to excellence.
- Successful team-builder skilled in training, developing, coaching, and motivating others.
- Ability to work well under pressure and function effectively under all types of circumstances.
- Ability to plan, coordinate, and implement multiple projects simultaneously.
- Recruit, train, and develop employees, ensuring compliance with federal and state employment regulations.
- Demonstrated skills in assessing problem areas and offering recommendations, resulting in increased productivity and profitability while reducing expenses.
- Possess excellent interpersonal, critical thinking, and assessment skills coupled with the ability to put individuals at ease.
- Ability to plan and implement new ideas and to evaluate problem situations and arrive at practical decisions.
- Ability to lead, train, motivate, and inspire others to [sell/produce/work/other:] at their optimum potential.

More phrases and vocabulary

Abitur	higher- education entrance, General Certificate of Secondary Education (GCSE) „A-levels” (UK), high school diploma (US)
Ausbilderausbildung	train-the-trainer, instructor qualification/certification (test/exam for qualification as a trainer in commercial organisations)
Ausbildereignungsprüfung	examination for instructor qualification, certificate of training
Aushilfstätigkeit	temporary job
Auslandspraktikum	internship abroad
Auslandssemester	Study abroad, semester abroad
Bankfachleute	banking experts
Bankfachwirt	Banking officer
Berufsschule	vocational school with apprenticeship
Berufsschulreife	education qualification, vocational school entrance qualification
Berufsfachschule	trade school, vocational school, technical college
Berufsakademie, duale Hochschule	university of cooperative education
EDV-Kauffrau	Data processing assistant
Fachhochschule	university of applied sciences, university general secondary school
Fachbereich	department, school of studies
Fachoberschule	trade school, vocational school, technical college
freiberufliche Tätigkeit	freelance work
Gesamtschule	secondary comprehensive school
Gymnasium	grammar school (UK), sixth form college (UK), high school (US)
Handelsassistent	commercial assistant
Handzeichnung erstellen	to create and design drawings
Hauptschule	general secondary school
Hauptschulabschluss	general secondary diploma, first-general education qualification, vocational school entrance qualification
Kauffrau für Bürokommunikation	Assistant for office communication
Kauffrau im Groß- und Außenhandel	Management assistant in wholesale and foreign trade
Kauffrau im Einzelhandel	Retail sales assistant
Landschaftsgärtner	Landscaper

Mittlere Reife	middle/intermediate secondary school diploma, school leaving certificate (UK), General Certificate of Secondary Education (GCSE) (UK)
physikalisch technische Assistent	Metrological (technical) assistant
Praxissemester, Praktikum	industrial placing, work placement, internship
Realschule	middle school, junior secondary school
stellvertretende Filialleiter	Assistant branch manager
Studentische Tätigkeit	student job
Studiengang	major (US), degree course, programme of studies (UK)
Universität	university
Vertriebsassistent	Sales assistant
Werkstudent	Student trainee/ working student
Zusatzqualifikation	additional qualification