

Doc 2

Read Dan Smith's resume and select, for each category, the main elements which would make him a good WWOOFer.

- a. Situation: .....
- b. Skills: .....
- c. Experience: .....
- d. Hobbies and interests: .....
- e. Education: .....

STEP 3



1 Match each statement with the corresponding skill or quality.

*adaptability – communication – creativity – decision-making – leadership – motivation – organisation – problem-solving – teamwork – time management*

- a. "I work well with people." .....
- b. "I like solving problems." .....
- c. "I am good at expressing my ideas clearly." .....
- d. "I like when things are in order." .....
- e. "I am good at coming up with original or unusual ideas or approaches." .....
- f. "I like managing a group of people." .....
- g. "I can easily make decisions." .....
- h. "I don't mind changing my habits when necessary." .....
- i. "I'm eager to do whatever there is to do." .....
- j. "I'm always on time." .....

2 Rate your skill levels by coloring your score from 1 to 5.

Adaptability	☆☆☆☆☆	Leadership	☆☆☆☆☆	Teamwork	☆☆☆☆☆
Communication	☆☆☆☆☆	Motivation	☆☆☆☆☆	Time management	☆☆☆☆☆
Creativity	☆☆☆☆☆	Organisation	☆☆☆☆☆		
Decision-making	☆☆☆☆☆	Problem-solving	☆☆☆☆☆		

3 Write down your four best skills to include in your resume and give examples.

- 1. ....
- 2. ....
- 3. ....
- 4. ....

Make your resume, using your copybook or the software of your choice.