

**CV i list  
motywacyjny po  
angielsku.  
Przydatne frazy.**

---

# Spis treści

---

- **Wprowadzenie**
- Accuracy
- Achievement
- Administration
- Analytical skills
- Communicative skills
- Cost management
- Creativity
- Decision making
- Delegating
- Dependability
- Development
- Goals and objectives
- Improvement
- Initiative
- Leadership
- Learning ability
- Management ability
- Motivation
- Organising
- Planning
- Professionalism
- Quality
- Responsibility
- Stress
- Time management
- **Podsumowanie**

# Wprowadzenie

---

Chcesz przygotować profesjonalne CV i list motywacyjny po angielsku.

Znasz ten język, ale gdy próbujesz zbudować zdania opisujące Twoje umiejętności i kompetencje, nie jesteś pewny, czy brzmią one naturalnie.

Użyj fraz z naszego e-booka, by już nigdy nie zastanawiać się, czy Twoje CV i list motywacyjny po angielsku są poprawne!



# Accuracy

---

- perform with a high degree of accuracy.
- strive for perfection.
- meet rigid specifications.
- make accurate predictions about future trends, directions and developments.
- forecast with extreme accuracy.

# Achievement

---

- provide strong evidence of specific accomplishments.
- achieve consistently high results.
- excel in achieving outstanding project results.
- demonstrate the ability to achieve desired results.
- attain results through positive actions.

# Administration

---

- demonstrate a high level of administrative competence.
- achieve high administrative output.
- clearly establish administrative rules and regulations.
- develop policies and procedure to improve department.
- improve administrative support systems.
- supply necessary support services.

HELLO

# Analytical skills

---

- demonstrate a strong ability to analyse problems.
- very methodical in solving problems.
- utilise a variety of analytical techniques to solve problems.
- thoroughly analyse conditions and reaches independent decisions.
- effective in analysing relevant information.

# Communicative skills

---

- communicate with credibility and confidence.
- improve the effectiveness of communications and interactions with others.
- conduct meetings that achieve results.
- communicate confidently with superiors, peers and subordinates.
- demonstrate proper telephone techniques and etiquette.

# Cost management

---

- effectively commit resources of staff, funds and time.
- make maximum use of allocated funds.
- make realistic budget projections.
- develop strong cost control measures to ensure desired results.
- excel in profit-oriented decisions.

# Creativity

---

- display creative imagination.
- originate and develop constructive ideas.
- demonstrate imaginative insight.
- consider innovative possibilities.
- create satisfying solution in conformance with organisational policies.







# Decision making

---

- make decisions with confidence.
- display firmness in making decision.
- eager to take risks.
- foresee the consequences of decisions.
- develop fresh solutions.

# Delegating

---

- delegate to improve organisational effectiveness.
- prevent reverse delegation.
- recognise the importance of working through subordinates.
- encourage delegation.

# Dependability

---

- is always fully prepared.
- is a strong and reliable member of the department.
- fully accept all responsibilities and meet deadlines.
- regular in attendance.
- fulfill all commitments.

# Development

---

- excel in selecting and developing individual with high potential talent.
- effectively tracks employee progress.
- recognise development levels and ability levels of staff and others.
- initiate and establishes personal growth and career path.
- turn potential into action.



# Goals and objectives

---

- establish feasible and attainable goals.
- excel in planning, forecasting, setting objectives and determining courses of action.
- set, obtain and manage managerial objectives effectively.
- set reachable targets.
- blend personal goals with organisational objectives.

# Improvement

---

- often make valuable suggestions for improvement.
- excel in developing improved techniques.
- develop totally new strategies devises improved means of accomplishing results.
- establishes goals for improvement of performance targets.
- monitor improvement progress.

# Initiative

---

- demonstrate a high level of initiative.
- self starter.
- judicious in carrying out assignments without direction.
- excel in self-directing and self-pacing.
- capture all opportunities.
- solution seeker.

# Leadership

---

- project self-confidence, authority and enthusiasm.
- demonstrate natural leadership ability.
- display leadership stature.
- demonstrate strong, dynamic leadership.
- show dynamic leadership qualities.





# Learning ability

---

- show eagerness and capacity to learn.
- stimulate curiosity to improve learning.
- display an ability to learn rapidly and adapt quickly to changing situations.
- respond promptly to changes and opportunities.
- receptive to new ideas.

# Management ability

---

- project self-confidence, authority and enthusiasm.
- build strong sense of teamwork and purpose.
- display executive strength.
- relate consequences to accountability.
- consistently prepare appropriate recommendations.

# Motivation

---

- strongly motivated to achieve optimal results.
- display a strong competitive drive.
- maximise the opportunities within every situation.
- strive for the achievement of excellence.
- display intense involvement.



# Organising

- build organisational effectiveness.
- display an organised approach to the job.
- organise work well.
- identify organisational needs.
- methodical in planning and performing.





# Planning

---

- establish strategic plans for future success.
- keep comfortably ahead of work schedule.
- excel in developing strategic alternatives.
- plan, organise and complete tasks in the shortest, most efficient manner.
- create flexible plans to meet changing opportunities.

# Professionalism

---

- demonstrate an exceptional mastery of professional skills.
- sustain a professional growth strategy.
- display well-oriented professional knowledge.
- follows ethical procedures.
- seek a higher degree of professional excellence.
- show concern about professional improvement.

# Quality

---

- quality of work is consistently high.
- achieve the highest standard of excellence.
- show professional concern for quality work.
- emphasise on quality enhancement.
- promote quality awareness.

# Responsibility

- devote appropriate attention to all responsibilities.
- accept responsibility for own decisions and those of subordinates.
- display a willingness to face conflicts
- willing to accept ultimate responsibility.
- accept responsibility for compliance with rules and regulations.





# Stress

---

- perform effectively despite sudden deadlines and changing priorities.
- adjust promptly and calmly to change.
- keep stress under control.
- perform well in crisis situations.
- cope effectively with pressures and tensions.

# Time management

---

- achieve maximum time effectiveness.
- use systematic methods to accomplish more in less time.
- delegate for maximum time effectiveness.
- distinguish between low and high priority activities.
- set realistic time goals.
- focus on relevant issues.



Autor :  
Kamila Okulska

Projekt graficzny:  
Uberflip

interview *me*  
znajdź lepszą pracę

2015

Wszelkie prawa autorskie niniejszej publikacji należą do InterviewMe Spółka  
Jawna Koziej Krawczyk Sosnowski.