

My Qualifications

There are many ways to ask about another person's abilities:

You can say any of the following:

Can you speaK another language?

Are you hardworking?

Are you good at making sales?

Are you able to work on Sundays?

Do you know how to use Excel?

Do you have a driver's license?



Sheet A

Skill or Ability	Your Answer		Your Partner's Answer	
	Yes/No	Extra Info	Yes/No	Extra Info
Can you ...				
use Power Point?				
face new challenges?				
speak another language?				
Are you ...				
neat?				
organized?				
punctual?				
Are you good at ...				
statistics?				
writing business letters?				

making sales?				
Are you able to ...				
work alone?				
work under pressure?				
translate correspondence?				
Do you know how to ...				
use Microsoft Excel?				
prioritize tasks?				
use a word processor?				
Do you have ...				
any experience?				
a driver's license?				
any degrees?				

Sheet B

Skill or Ability	Your Answer		Your Partner's Answer	
	Yes/No	Extra Info	Yes/No	Extra Info
Can you ...				
use Power Point?				
lead a group?				
speaking another language?				
Are you ...				
hardworking?				
Internet savvy?				
outgoing?				
Are you good at ...				
negotiating?				
solving problems?				
giving presentations?				
Are you able to ...				

work well in groups?				
meet deadlines?				
cope with stress?				
Do you know how to...				
use Microsoft Excel?				
deal with angry clients?				
communicate effectively?				
Do you have ...				
any experience?				
a professional attitude?				
any certificates?				