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When hiring, it is very important to prove to your potential employer your professional solvency. In this essay, I want to describe examples of how to do this.

First of all, you must correctly answer all the questions of the employer. It is also necessary to describe your professional qualities, abilities and skills, as well as to prove that you are a professional in your field and can do your job better than others.

Next, you need to talk about your personal and professional qualities. For example: "I am punctual, responsible, sociable, polite, trained, creative, hardworking, stress-resistant, balanced, proactive, organized, neat, disciplined, etc."

Also, instead of the "standard set" of your qualities, it is better to describe their application in work. For example:

Instead of "I am responsible" - "I am conscientious in my work."

Instead of "I am punctual" - "I always complete tasks on time."

Instead of "I am sociable" - "I easily find a common language with people; I always find an individual approach to the client. "

Instead of "I am polite" - "I am always polite and keep calm in any conflict situation."

Instead of "I am creative" - "I seek and implement original solutions even for everyday tasks."

Instead of "I like to study" - "I am constantly engaged in self-improvement, improve my qualifications in courses and trainings, and am ready for further training."

Instead of "I am workable" - "I am able to work productively, focusing on the ultimate goals."

Instead of "I am stress resistant" - "I maintain my composure under any circumstances."

It is important to talk about the qualities that apply to your position.

You can also talk about what exactly you can offer, or what you have important for this position. For example: "I already have groundwork in this field of activity, I can talk about them and implement them in the future."

You can talk about life skills and abilities. In this case, it all depends on which company and position you are applying for.

You need to talk about the availability of education, additional education or the passage of courses related to your work. For example: "I have two higher educations, I took advanced training courses".

You can also show recommendations from previous places of work or study. For example: "I got a doctorate in this field of activity."

In other words, you need to show that you are competitive, that you are better than others and that you are a master in your field of activity.

It is important to consider that for each sulfur of activity certain qualities, skills and abilities.

So, when applying for a job, it is very important to prove your professional employability to your potential employer and to show yourself correctly in order to get the desired position.