

Descriptive Words and Phrases

When job hunting, you must express your assets, experience and accomplishments in the best possible manner. Active and descriptive words and phrases produce a strong impact on the reader or listener. The following is a list of these words and phrases that can be used in applications, resumes, cover letters and interviews.

Personal Traits and Characteristics

| | | | | |
|--------------------|-------------|--------------|----------------|-----------------------|
| able | cooperative | enterprising | poised | sincere |
| achiever | courageous | enthusiastic | positive | skilled |
| active | creative | far-sighted | practical | sophisticated |
| adaptable | curious | fast learner | productive | successful |
| alert | dedicated | firmly | proficient | systematic |
| ambitious | dependable | imaginative | problem solver | tactful |
| analytical | determined | independent | progressive | talented |
| assertive | diplomatic | logical | punctual | team member |
| attentive | disciplined | motivated | realistic | trustworthy |
| broad-minded | dynamic | optimistic | reliable | willing worker |
| capable | economical | organized | resourceful | work well under |
| challenge-oriented | effective | original | responsible | pressure |
| competent | efficient | perceptive | risk-taker | work well with others |
| conscientious | endurance | personable | self-reliant | |
| constructive | energetic | pleasant | self-starter | |

Nature of Experience

| | | | | |
|---------------|---|-------------|----------|------------|
| broad | consistent | diversified | scope | successful |
| complete | consistent record of... | extensive | solid | varied |
| comprehensive | <i>(growth, promotion, achievement)</i> | intensive | specific | |