**Words and phrases**

Finding the right word is often one of the hardest parts of writing a CV. This document has examples of positive words and phrases for you to use, and which might also remind you of skills and qualities you may want to include.

It contains:

|  |  |
| --- | --- |
| * Positive characteristics
 | * Benefits and achievements
 |
| * Positive descriptions
 | * Desirable qualities
 |

**Positive Characteristics**

These words describe personal attributes that are often seen as positive and useful in the workplace. Choose the words that describe you best: 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Able
 | * Dependable
 | * Informed
 | * Pioneering
 | * Sensitive
 |
| * Accurate
 | * Diligent
 | * Ingenious
 | * Poised
 | * Serious
 |
| * Adaptable
 | * Diplomatic
 | * Innovative
 | * Practical
 | * Shrewd
 |
| * Adroit
 | * Dynamic
 | * Intelligent
 | * principled
 | * Skilled
 |
| * Adventurous
 | * Educated
 | * Inventive
 | * Productive
 | * Smart
 |
| * Alert
 | * Effective
 | * Knowledgeable
 | * Professional
 | * Spirited
 |
| * Ambitious
 | * Efficient
 | * Literate
 | * Proficient
 | * Stable
 |
| * Analytical
 | * Energetic
 | * Loyal
 | * Punctual
 | * Strong
 |
| * Appreciative
 | * Enthusiastic
 | * Mature
 | * Qualified
 | * Successful
 |
| * Articulate
 | * Experienced
 | * Methodical
 | * Quick
 | * Supportive
 |
| * Assertive
 | * Expert
 | * Motivated
 | * Quick-thinking
 | * Tactful
 |
| * Astute
 | * Fast
 | * Multilingual
 | * Rational
 | * Talented
 |
| * Bilingual
 | * Firm
 | * Non-smoking
 | * Ready
 | * Tenacious
 |
| * Bright
 | * Fit
 | * Objective
 | * Realistic
 | * Thorough
 |
| * Calm
 | * Flexible
 | * Open-minded
 | * Reliable
 | * Thoughtful
 |
| * Capable
 | * Friendly
 | * Organised
 | * Resourceful
 | * Trained
 |
| * Competent
 | * Gregarious
 | * Outgoing
 | * Responsible
 | * Trustworthy
 |
| * Confident
 | * Hardworking
 | * Outstanding
 | * Robust
 | * Versatile
 |
| * Consistent
 | * Healthy
 | * Patient
 | * Scrupulous
 | * Vigorous
 |
| * Co-operative
 | * Honest
 | * People-orientated
 | * Self-assured
 | * Willing
 |
| * Creative
 | * Human
 | * Perceptive
 | * Self-confident
 | * Witty
 |
| * Decisive
 | * Imaginative
 | * Persistent
 | * Self-motivated
 | * Young
 |
| * Dedicated
 | * Independent
 | * Personable
 | * Self-reliant
 | * Youthful
 |

**Positive Descriptions**

As well as using positive words for your characteristics and achievements, there are also a variety of ways to describe your strengths. Instead of saying ‘I am good at….’, you could say:

|  |  |  |
| --- | --- | --- |
| * Skilled at…
 | * Exceptional at…
 | * Competent in…
 |
| * A skilful...
 | * Adept at…
 | * An experienced…
 |
| * Possessing a degree of ability in…
 | * An expert in…
 | * Familiar with…
 |
| * Very good at…
 | * Excelling at…
 | * A talent for…
 |
| * Extremely good at…
 | * With the ability to…
 | * Qualified to…
 |

For example:

* Skilled at facilitating the exchange of ideas
* A skilful communicator
* With a high degree of ability in computer programming
* Adept at promoting policy changes
* Very good at handling a variety of tasks efficiently
* Exceptional at motivating large or small groups
* Having a talent for budget projection
* Familiar with a range of software
* Qualified to assess retail training up to NVQ level 3

**Benefits**

Employers want to feel confident that the person they employ will take problems off their hands. They are looking for people who can do any of the following:

|  |  |  |
| --- | --- | --- |
|  **Increase** |  **Decrease** |  **Improve** |
| * Profits
 | * Staff turnover
 | * Competitive advantage
 |
| * Product turnover
 | * Risks
 | * Appearance and/or marketability
 |
| * Sales
 | * Time taken
 | * Organisation
 |
| * Efficiency
 | * Potential problems
 | * Information flow
 |
| * Market opportunities
 | * Costs
 | * Staff performance
 |
|  | * Waste
 | * Teamwork and relationships
 |

Make sure your CV includes any of the above benefits that you have achieved in your job.