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**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. The words 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.