



## 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
- Positive descriptions
- Benefits and achievements
- 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:

<input type="checkbox"/> able	<input type="checkbox"/> dependable	<input type="checkbox"/> informed	<input type="checkbox"/> pioneering	<input type="checkbox"/> sensitive
<input type="checkbox"/> accurate	<input type="checkbox"/> diligent	<input type="checkbox"/> ingenious	<input type="checkbox"/> poised	<input type="checkbox"/> serious
<input type="checkbox"/> adaptable	<input type="checkbox"/> diplomatic	<input type="checkbox"/> innovative	<input type="checkbox"/> practical	<input type="checkbox"/> shrewd
<input type="checkbox"/> adroit	<input type="checkbox"/> dynamic	<input type="checkbox"/> intelligent	<input type="checkbox"/> principled	<input type="checkbox"/> skilled
<input type="checkbox"/> adventurous	<input type="checkbox"/> educated	<input type="checkbox"/> inventive	<input type="checkbox"/> productive	<input type="checkbox"/> smart
<input type="checkbox"/> alert	<input type="checkbox"/> effective	<input type="checkbox"/> knowledgeable	<input type="checkbox"/> professional	<input type="checkbox"/> spirited
<input type="checkbox"/> ambitious	<input type="checkbox"/> efficient	<input type="checkbox"/> literate	<input type="checkbox"/> proficient	<input type="checkbox"/> stable
<input type="checkbox"/> analytical	<input type="checkbox"/> energetic	<input type="checkbox"/> loyal	<input type="checkbox"/> punctual	<input type="checkbox"/> strong
<input type="checkbox"/> appreciative	<input type="checkbox"/> enthusiastic	<input type="checkbox"/> mature	<input type="checkbox"/> qualified	<input type="checkbox"/> successful
<input type="checkbox"/> articulate	<input type="checkbox"/> experienced	<input type="checkbox"/> methodical	<input type="checkbox"/> quick	<input type="checkbox"/> supportive
<input type="checkbox"/> assertive	<input type="checkbox"/> expert	<input type="checkbox"/> motivated	<input type="checkbox"/> quick-thinking	<input type="checkbox"/> tactful
<input type="checkbox"/> astute	<input type="checkbox"/> fast	<input type="checkbox"/> multilingual	<input type="checkbox"/> rational	<input type="checkbox"/> talented
<input type="checkbox"/> bilingual	<input type="checkbox"/> firm	<input type="checkbox"/> non-smoking	<input type="checkbox"/> ready	<input type="checkbox"/> tenacious
<input type="checkbox"/> bright	<input type="checkbox"/> fit	<input type="checkbox"/> objective	<input type="checkbox"/> realistic	<input type="checkbox"/> thorough
<input type="checkbox"/> calm	<input type="checkbox"/> flexible	<input type="checkbox"/> open-minded	<input type="checkbox"/> reliable	<input type="checkbox"/> thoughtful

<input type="checkbox"/> capable	<input type="checkbox"/> friendly	<input type="checkbox"/> organised	<input type="checkbox"/> resourceful	<input type="checkbox"/> trained
<input type="checkbox"/> competent	<input type="checkbox"/> gregarious	<input type="checkbox"/> outgoing	<input type="checkbox"/> responsible	<input type="checkbox"/> trustworthy
<input type="checkbox"/> confident	<input type="checkbox"/> hardworking	<input type="checkbox"/> outstanding	<input type="checkbox"/> robust	<input type="checkbox"/> versatile
<input type="checkbox"/> consistent	<input type="checkbox"/> healthy	<input type="checkbox"/> patient	<input type="checkbox"/> scrupulous	<input type="checkbox"/> vigorous
<input type="checkbox"/> co-operative	<input type="checkbox"/> honest	<input type="checkbox"/> people-orientated	<input type="checkbox"/> self-assured	<input type="checkbox"/> willing
<input type="checkbox"/> creative	<input type="checkbox"/> human	<input type="checkbox"/> perceptive	<input type="checkbox"/> self-confident	<input type="checkbox"/> witty
<input type="checkbox"/> decisive	<input type="checkbox"/> imaginative	<input type="checkbox"/> persistent	<input type="checkbox"/> self-motivated	<input type="checkbox"/> young
<input type="checkbox"/> dedicated	<input type="checkbox"/> independent	<input type="checkbox"/> personable	<input type="checkbox"/> self-reliant	<input type="checkbox"/> 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:

<input type="checkbox"/> skilled at...	<input type="checkbox"/> exceptional at...	<input type="checkbox"/> competent in...
<input type="checkbox"/> a skilful...	<input type="checkbox"/> adept at...	<input type="checkbox"/> an experienced...
<input type="checkbox"/> possessing a degree of ability in...	<input type="checkbox"/> an expert in...	<input type="checkbox"/> familiar with...
<input type="checkbox"/> very good at...	<input type="checkbox"/> excelling at...	<input type="checkbox"/> a talent for...
<input type="checkbox"/> extremely good at...	<input type="checkbox"/> with the ability to...	<input type="checkbox"/> 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

- profits
- product turnover
- sales
- efficiency
- market opportunities

### Decrease

- staff turnover
- risks
- time taken
- potential problems
- costs
- waste

### Improve

- competitive advantage
- appearance and/or marketability
- organisation
- information flow
- staff performance
- teamwork and relationships

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

