



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.