**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.