

ACTIVE AND DESCRIPTIVE WORDS AND PHRASES

Personal Traits/Characteristics

able	curious	independent	reliable
achiever	dedicated	logical	resourceful
active	dependable	motivated	responsible
adaptable	determined	optimistic	risk taker
alert	diplomatic	organized	self-reliant
ambitious	disciplined	original	self-starter
analytical	dynamic	perceptive	sincere
assertive	economical	personable	skilled
attentive	effective	pleasant	sophisticated
broad-minded	efficient	poised	successful
capable	endurance	positive	systematic
challenge-oriented	energetic	practical	tactful
competent	enterprising	productive	talented
conscientious	enthusiastic	proficient	team member
constructive	far-sighted	problem solver	trustworthy
cooperative	fast learner	progressive	willing worker
courageous	firmly	punctual	work well under pressure
creative	imaginative	realistic	work well with others

Nature of Experience

broad	consistent record of...	intensive	successful
complete	(growth, promotion, achievement)	scope	varied
comprehensive	diversified	solid	proven
consistent	extensive	specific	established

Action Verbs, Skills, and Accomplishments

accelerated	ascertained	coached	coordinated
accommodated	asserted	collaborated	correlated
accomplished	assigned	collected	counseled
accumulated	assimilated	communicated	created
achieved	assisted	compared	
acted	assured	compiled	dealt
activated	attained	completed	decided
adapted	audited	composed	decreased
adhered	augmented	computed	defined
adjusted	authorized	conceived	delegated
administered	bilingual	concluded	demonstrated
adopted	bought	conducted	designed
advised	brought	conferred	detailed
advocated	budgeted	confronted	detected
alleviated	built	consolidated	determined
analyzed	calculated	constructed	developed
anticipated	chaired	consulted	devised
applied	chartered	contributed	directed
appraised	checked	controlled	disbursed
approved	circumvented	convened	discharged
arranged	classified	converted	discovered
discussed	identified	originated	screened
distributed	illustrated	participated	secured
documented	implemented	paved	selected
earned	improved	perceived	serviced
economized	improvised	perfected	setup

edited	inaugurated	performed	shaped
elicited	increased	perpetuated	signed
eliminated	indexed	persuaded	simplified
embellished	induced	pioneered	simulated
enacted	influenced	planned	sold
encouraged	informed	practiced	solved
enforced	initiated	prepared	specialized
engineered	innovated	presented	specified
enhanced	inspected	presided	spoke
enlisted	inspired	prevented	sponsored
enriched	installed	prioritized	stabilized
entrusted	instigated	produced	staffed
enumerated	instituted	programmed	standardized
equated	instructed	progressed	stimulated
equipped	integrated	projected	strategized
established	interpreted	promoted	streamlined
estimated	intervened	provided	strengthened
evaluated	interviewed	published	structured
evolved	introduced	purchased	studied
examined	invented	queried	submitted
excelled	inventoried	questioned	substantiated
executed	investigated	raised	succeeded
exemplified	isolated	reasoned	summarized
expanded	issued	received	supervised
expedited	judged	reciprocated	supplied
experienced	justified	recognized	surpassed
experimented	kept	recommended	surveyed
expounded	keynoted	reconciled	synthesized
extracted	keyworded	recorded	taught
fabricated	launched	reduced	tested
facilitated	lectured	reevaluated	theorized
filed	led	regulated	trained
financed	listed	reinforced	transformed
fixed	logged	rejected	translated
followed	made	related	traveled
forecasted	maintained	released	tutored
formulated	managed	remunerated	typed
founded	manipulated	rendered	unified
furnished	mediated	renegotiated	updated
gathered	memorized	reorganized	understood
gave	mentored	reported	utilized
generated	modeled	represented	validated
got	modified	researched	verified
governed	motivated	responded	vindicated
grappled	negotiated	restored	wrote
guided	notified	restricted	
handled	observed	resulted in	
harmonized	obtained	reviewed	
headed	operated	revised	
helped	ordered	saved	
hired	organized	scheduled	