

Useful Words and Phrases

The following are action words and phrases to use on applications and resumes to describe your skills and qualities. Check all that apply to you.

ABOUT YOUR STRENGTHS:

- | | | |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> enthusiastic | <input type="checkbox"/> fast learner | <input type="checkbox"/> problem solver |
| <input type="checkbox"/> dynamic | <input type="checkbox"/> competent | <input type="checkbox"/> trustworthy |
| <input type="checkbox"/> coordinator | <input type="checkbox"/> reliable | <input type="checkbox"/> organized |
| <input type="checkbox"/> talented | <input type="checkbox"/> manager | <input type="checkbox"/> specialist |
| <input type="checkbox"/> motivated | <input type="checkbox"/> leader | <input type="checkbox"/> efficient |
| <input type="checkbox"/> skilled | <input type="checkbox"/> effective | <input type="checkbox"/> cooperative |
| <input type="checkbox"/> trainer | <input type="checkbox"/> punctual | <input type="checkbox"/> assertive |
| <input type="checkbox"/> responsible | <input type="checkbox"/> risk taker | <input type="checkbox"/> troubleshooter |
| <input type="checkbox"/> dedicated | <input type="checkbox"/> motivator | <input type="checkbox"/> willing worker |
| <input type="checkbox"/> humorous | <input type="checkbox"/> hard worker | <input type="checkbox"/> flexible |
| <input type="checkbox"/> honest | <input type="checkbox"/> positive | <input type="checkbox"/> careful |
| <input type="checkbox"/> developer | <input type="checkbox"/> achiever | <input type="checkbox"/> neat appearance |

ABOUT YOUR EXPERIENCE:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> comprehensive | <input type="checkbox"/> intensive | <input type="checkbox"/> specific |
| <input type="checkbox"/> extensive | <input type="checkbox"/> successful | <input type="checkbox"/> consistent record of growth, promotions and progress |
| <input type="checkbox"/> competent | <input type="checkbox"/> well trained | |
| <input type="checkbox"/> good evaluation | <input type="checkbox"/> broad | |
| <input type="checkbox"/> general | <input type="checkbox"/> solid | |

ABOUT YOUR ABILITIES AND SKILLS:

- | | | |
|--|--|---|
| <input type="checkbox"/> implement | <input type="checkbox"/> teach/train | <input type="checkbox"/> communicate |
| <input type="checkbox"/> plan | <input type="checkbox"/> develop | <input type="checkbox"/> practice |
| <input type="checkbox"/> reduce expenses | <input type="checkbox"/> create | <input type="checkbox"/> innovate |
| <input type="checkbox"/> increase profits | <input type="checkbox"/> initiate | <input type="checkbox"/> supervise |
| <input type="checkbox"/> modify | <input type="checkbox"/> conceive | <input type="checkbox"/> solve problems |
| <input type="checkbox"/> analyze | <input type="checkbox"/> understand | <input type="checkbox"/> delegate |
| <input type="checkbox"/> write/compose | <input type="checkbox"/> schedule | <input type="checkbox"/> establish priorities |
| <input type="checkbox"/> increase productivity | <input type="checkbox"/> follow instructions | <input type="checkbox"/> produce quality work |

RELATING TO DATA:

- | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> administered | <input type="checkbox"/> bookkeeping | <input type="checkbox"/> planned |
| <input type="checkbox"/> analyzed | <input type="checkbox"/> budgeted | <input type="checkbox"/> directed |
| <input type="checkbox"/> reported | <input type="checkbox"/> developed | <input type="checkbox"/> processed |
| <input type="checkbox"/> investigated | <input type="checkbox"/> compared | <input type="checkbox"/> programmed |
| <input type="checkbox"/> calculated | <input type="checkbox"/> evaluated | <input type="checkbox"/> researched |
| <input type="checkbox"/> transcribed | <input type="checkbox"/> figured | <input type="checkbox"/> copied |
| <input type="checkbox"/> computed | <input type="checkbox"/> implemented | <input type="checkbox"/> scheduled |
| <input type="checkbox"/> compiled | <input type="checkbox"/> innovated | <input type="checkbox"/> organized |
| <input type="checkbox"/> completed | <input type="checkbox"/> revised | <input type="checkbox"/> presented |
| <input type="checkbox"/> coordinated | <input type="checkbox"/> designed | <input type="checkbox"/> solved |
| | | <input type="checkbox"/> wrote |

RELATING TO DATA:

accept supervision
 interview
 communicate
 coordinate
 counsel
 develop support
 direct
 encourage others
 entertain
 fund raiser
 supervise
 fire/hire
 work well under stress

interpersonal skills
 arrange
 motive
 negotiate
 persuade
 promote
 refer
 share
 evaluate
 strengthen
 team member
 influence

manage
 advise
 conduct
 organize
 debate
 protect
 divert
 service
 spoke
 help
 train
 instruct

RELATING TO THINGS:

act
 lift
 balance
 alter
 mark
 deliver
 perform
 fabricate
 file
 set up
 inspect
 operate
 inventory
 supply
 manipulate
 build/construct

transport
 distribute
 driven/drove
 precision work
 sample
 sold
 stock
 install
 store
 assemble
 truck
 made
 control
 move
 receive

fed
 guide
 improve
 sort
 maintain
 adjust
 test
 tend
 mix
 examine
 prepare
 sample
 handle
 shape
 type

HOW I DID IT:

without error
 under pressure
 carefully
 at lower cost
 with a good attitude
 best for the month

on time
 ahead of time
 without injury
 above average
 without missing
 in my spare time

completely
 faster than
 correctly
 with a smile
 quickly
 at a savings