ACTIVE AND DESCRIPTIVE WORDS AND PHRASES
CASCADE CAMPUS CAREER RESOURCE CENTER – STUDENT EMPLOYMENT, PORTLAND, OR

When job hunting, it's important to express assets, experience, and accomplishments in the best possible manner. Active and descriptive words and phrases produce a strong impact on the reader or listener. The following is list of some words and phrases that can be used in applications, resumes, cover letters, and interviews.

Personal Traits/Characteristics

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

Nature of Experience

- broad
- complete
- comprehensive
- consistent
- consistent record of...
- intensive
- (growth, promotion, achievement)
- scope
- solid
- specific

Action Verbs, Skills, and Accomplishments

- accelerated
- accommodated
- accomplished
- accumulated
- achieved
- acted
- activated
- adapted
- adhered
- adjusted
- administered
- adopted
- advised
- advocated
- alleviated
- analyzed
- anticipated
- applied
- appraised
- approved
- arranged
- discussed
- distributed
- documented
- asserted
- assigned
- assimilated
- assisted
- assured
- attained
- audited
- augmented
- authorized
- bilingual
- bought
- brought
- budgeted
- built
- calculated
- chaired
- chartered
- checked
- circumvented
- classified
- identified
- illustrated
- implemented
- conferred
- confronted
- consolidated
- constructed
- consulted
- contributed
- controlled
- convened
- converted
- originated
- participated
- paved
- coordinated
- correlated
- collected
- created
- compared
- compiled
- completed
- composed
- computed
- conceived
- concluded
- conducted
- conferred
- confronted
- consolidated
- constructed
- consulted
- contributed
- controlled
- convened
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