

# ACTIVE AND DESCRIPTIVE WORDS AND PHRASES

CASCADE CAMPUS CAREER RESOURCE CENTER – STUDENT EMPLOYMENT, PORTLAND, OR

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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	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	problem solver	team member
constructive	far-sighted	progressive	trustworthy
cooperative	fast learner	punctual	willing worker
courageous	firmly	realistic	work well under pressure
creative	imaginative		work well with others

## Nature of Experience

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

## Action Verbs, Skills, and Accomplishments

accelerated	ascertained	coached	coordinated
accommodated	asserted	collaborated	correlated
accomplished	assigned	collected	counseled
accumulated	assimilated	communicated	created
achieved	assisted	compared	crisis intervention
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  
economized  
edited  
elicited  
eliminated  
embellished  
enacted  
encouraged  
enforced  
engineered  
enhanced  
enlisted  
enriched  
entrusted  
enumerated  
equated  
equipped  
established  
estimated  
evaluated  
evolved  
examined  
excelled  
executed  
exemplified  
expanded  
expedited  
experienced  
experimented  
expounded  
extracted  
fabricated  
facilitated  
filed  
financed  
fixed  
followed  
forecasted  
formulated  
founded  
furnished  
gathered  
gave  
generated  
got  
governed  
grappled  
guided  
handled  
harmonized  
headed  
helped  
hired

improved  
improvised  
inaugurated  
increased  
indexed  
induced  
influenced  
informed  
initiated  
innovated  
inspected  
inspired  
installed  
instigated  
instituted  
instructed  
integrated  
interpreted  
intervened  
interviewed  
introduced  
invented  
inventoried  
investigated  
isolated  
issued  
judged  
justified  
kept  
keynoted  
keyworded  
launched  
lectured  
led  
listed  
logged  
made  
maintained  
managed  
manipulated  
mediated  
memorized  
mentored  
modeled  
modified  
motivated  
negotiated  
notified  
observed  
obtained  
operated  
ordered  
organized

perceived  
perfected  
performed  
perpetuated  
persuaded  
pioneered  
planned  
practiced  
prepared  
presented  
presided  
prevented  
prioritized  
produced  
programmed  
progressed  
projected  
promoted  
provided  
published  
purchased  
queried  
questioned  
raised  
reasoned  
received  
reciprocated  
recognized  
recommended  
reconciled  
recorded  
reduced  
reevaluated  
regulated  
reinforced  
rejected  
related  
released  
remunerated  
rendered  
renegotiated  
reorganized  
reported  
represented  
researched  
responded  
restored  
restricted  
resulted in  
reviewed  
revised  
saved  
scheduled

serviced  
setup  
shaped  
signed  
simplified  
simulated  
sold  
solved  
specialized  
specified  
spoke  
sponsored  
stabilized  
staffed  
standardized  
stimulated  
strategized  
streamlined  
strengthened  
structured  
studied  
submitted  
substantiated  
succeeded  
summarized  
supervised  
supplied  
surpassed  
surveyed  
synthesized  
taught  
tested  
theorized  
trained  
transformed  
translated  
traveled  
tutored  
typed  
unified  
updated  
understood  
utilized  
validated  
verified  
vindicated  
wrote