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
conscienious  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
capable  (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  dealt
acted  assured  compiled  conducted
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