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POWER PHRASES TO BUILD YOUR RESUME

ACCURACY

- Recognize the importance of accuracy
- Perform with a high degree of accuracy
- Perform with consistent accuracy
- Achieve results with accuracy and precision
- Maintain high statistical accuracy
- Expect perfection
- Strive for perfection
- Excel in achieving perfection
- Avoid mistakes and errors
- Conform to strict tolerances
- Meet precise standards
- Meet rigid specifications
- Keep accurate records
- Maintain accurate documentation
- Provide explicit documentation
- Meticulous with detail
- Excel in detail checking
- Forecast with extreme accuracy
- Make accurate predictions about future trends, directions and developments.

ACHIEVEMENT

- Achieve optimal levels of personal performance and accomplishment
- Provide strong evidence of specific accomplishments
- Produce a tangible, positive impact
- Achieve consistently high results
- Excel in achieving outstanding project results
- Achieve bottom-line results
- Achieve lasting results
- Exceed the norm
- Accomplish more with fewer people
- Demonstrate the ability to achieve desire results
- Focus on results
- Attain results without negative side effects
- Attain results through positive actions

ADMINISTRATION

- Demonstrate a high level of administrative competence.

- Avoid burdening management with administrative detail
- Effectively use exception reporting to keep management informed.
- Clearly establish administrative rules and regulations
- Enumerate and specify procedures for implementing and administering written policies
- Develop policies and procedure to improve department.
- Improve administrative support systems
- Supply necessary support services
- Develop successful administrative strategies
- Excel in simplifying systems and reducing paperwork
- Excel in eliminating unnecessary paperwork
- Effectively control paperwork.
- Manage paperwork efficiently and effectively
- Improve administrative efficiency through the effective use of forms
- Establish effective systems for record retention
- Keep simple records with little duplication
- Effectively handle information overload
- Establish effective systems for information retrieval
- Understand and apply basic statistical methods
- Make effective use of statistical applications
- Use sound statistical control techniques
- Properly control the release of proprietary information
- Respect confidential information
- Maintain complete confidentiality
- Keep informed of new technologies in office automation
- Utilize improved technology for administrative support
- Make effective use of office equipment

ANALYTICAL SKILLS:

- Demonstrate a strong power of analytical reasoning
- Display strong analytical qualities
- Demonstrate a strong ability to analyze problems
- Very methodical in solving problems
- Utilize a variety of analytical techniques to solve problems
- Excels in analyzing and adjusting work procedures for maximum efficiency
- Thoroughly analyze conditions and reaches independent decisions

Constantly examine administrative effectiveness and seeks better procedures
Encourage administrative efficiency and effectiveness
Achieve high administrative output

Effective in analyzing relevant information
Excel in analytical thinking

APPEARANCE

Recognize the importance of appearance
Present an attractive appearance
Take pride in personal appearance
Display the type of grooming which is neat, attractive and appropriate
Give proper attention to personal hygiene and dress
Dress to convey an appropriate image
Dress consistent with organizational expectation
Conform to proper standards of dress
Wear appropriate clothing and accessories
Dress appropriately for the position
Display good posture
Projects poise and authority
Make positive first impression
Make excellent impression
Project a positive image

COMMUNICATION SKILLS

Excel in effective and positive communications
Communicate openly, forcefully and effectively
Communicate clearly and concisely
Communicate with credibility and confidence
Communicate high expectations
Improve the effectiveness of communications and interactions with others
Provide a intellectual atmosphere conducive to the stimulation and interchange of ideas
Excel in communicating with individuals and small groups
Conduct meetings that achieve results
Make a strong impact at meetings
Demonstrate strong committee procedures and techniques
Excel in intercommunications and interactions
Demonstrate sound negotiating skills
Effectively communicate goals and interplay of ideas and concepts
Effectively communicate management decisions to achieve understanding and acceptance.
Effectively communicate upward, downward and laterally
Communicate effectively both horizontally and vertically
Develops and maintains two-way communications

Make appropriate use of formal vs. informal communication
Encourage open communication to achieve mutual understandings
Demonstrate an ability to perform and communicate
Competent communicator
Ask penetrating questions
Prevent unproductive responses
Avoid communication breakdowns
Make the best impression in all situations
Demonstrate proper telephone techniques and etiquette
Make effective use of the telephone and fax machine
Effectively explains and interprets organizational policies and procedures
Effectively translates complex information into common terms
Effective organization of ideas for logical presentation and acceptance.
Respond quickly to all oral and written communications
Excel in verbal and no-verbal communications
Use proper oral and written language
Possess a strong vocabulary
Display productive assertiveness
Assertive without being overly aggressive
Convey an impression which reflects favorably upon the public relations of the organization
Excel in dealing with the public
Use communicative skills to bolster the organization's image
Promote organizational policies, the quality of its products and its reputation
Demonstrate and convey a favorable image of the organization

COMPETENCY

Demonstrate competent performance
Project a special competence
Demonstrate a high level of expertise
Demonstrate strong personal effectiveness
Demonstrate strong interpersonal competence
Believe in self
Very confident of abilities
Uses abilities to the fullest
Maximize personal strengths
Excel in the effective application of skill

Keep other departments informed of developments affecting their function
Communicate confidently with superiors, peers and subordinates
Effectively communicate with co-workers
Optimally utilize all channels of communications
Demonstrate good judgement in selecting the proper mode of communication
Know when to cover topics by letter or phone.

Display a high level of technical competence
Effectively blend management skills with technical expertise
Combine technical competence with dependability and loyalty
Demonstrate highly sophisticated skill and strategies
Possess specialized skill
Highly skilled in all phases of job
Excel in operational skills

Display excellent attention to technical skills
Especially effective in the development and use of supportive skill
Uniquely qualified
Effectively capitalizes on strengths
Accentuate strengths
Keep informed of the latest trends and developments
Constantly sharpens and updates skills
Devote appropriate time and effort to the development of professional competence
Attend seminars and workshops to improve job performance

Adhere closely to organizational policies and procedures when requesting expense reimbursement
Ensure that all expenditures are in the best interest of the organization
Demonstrate success in reducing costs while maintaining high quality
Excel in controlling costs and eliminating waste

COMPUTER SKILLS

Maximizes the benefits of computer technology
Incorporate the newest computer technologies
Identify computer support requirements
Ensure that computers are used to generate meaningful information and increase efficiency
Encourage employee acceptance and use of computers
Ensure the proper training of computer operators
Utilize the power of computers
Make effective use of computer equipment and facilities
Possess a strong knowledge of computer fundamentals
Understand computer applications
Computer literate
Keep alert to new computer hardware
Keep abreast of new software applications

CREATIVITY

Display creative imagination
Display active imagination
Demonstrate imaginative insight
Provide valuable insights
Demonstrate creative strength
Successfully develop creative strategies
Continuously experimenting
Seek creative alternatives
Challenge conventional practices
Consider innovative possibilities
Explore new paths, procedures and approaches
Excels in creative thinking and problem solving
Create satisfying solution in conformance with organizational policies
Develop creative solutions to problems
Demonstrate a high degree of originality and creativity
Originate and develop constructive ideas
Initiate good conceptual ideas with practical applications
Excel in developing spontaneous ideas
Originate unsought ideas
Seek new ideas and approaches
Stimulate ideas
Promote the flow of good ideas
Welcome ideas from subordinates
Receptive to new ideas
Generate fresh ideas
Initiate fresh ideas
Discover new approaches
Display a sense of inquiry
Maintain a high level of curiosity
Display a strong power of observation

COST MANAGEMENT

Effectively control costs through economical utilization of personnel, materials and equipment
Effectively commit resources of staff, funds and time
Make maximum use of allocated funds
Make realistic budget projections
Give close attention to monitoring budget variances and plans appropriate adjustment
Strive for maximum return on investment

Excel in profit-oriented decisions
 Demonstrate a strong ability to strengthen cost-profit ratios
 Demonstrate sound cost effectiveness
 Develop strong cost control measures to ensure desired results
 Maintain effective cost control
 Exercise appropriate cost control
 Effectively identify areas needing cost reductions
 Display sound judgement in managing and controlling expenses
 Adhere to sound auditing principals
 Plan travel, entertainment and related expenses to achieve essential organizational goals

Encourage an environment for creative excellence
 Promote an environment conducive to creativity
 Tap the creative potential of a group
 Encourage innovation
 Promote a creative climate
 Create interest
 Create opportunities

DECISION MAKING

Makes decisions with confidence
 Display firmness in making decision
 Can be relied on to make sound decisions
 Make inventive and resourceful decisions

Willing to make difficult and unpopular decisions
 Assemble all available facts before making decisions
 Seek staff input for decision making
 Make sound decisions in the absence of detailed instructions
 Uses the most penetrating and objective evaluations to arrive at decisions
 Weigh alternative decisions before taking action
 Carefully evaluate alternative risks
 Practice sound risk taking
 Willing to take calculate risks
 Eager to take risks
 Exercise a wide range of decision making control
 Foresee the consequences of decisions
 Excel in foreseeing the effects of decisions
 Communicate decisions with confidence
 Demonstrate and ability to effectively influence key decision makers
 Make sound decisions under pressure
 Avoid haste decisions
 Concentrate on developing solutions
 Excel in seeking solutions
 Develop fresh solutions
 Excel in suggesting optional solutions
 Develop resourceful solution
 Support convictions with sufficient force
 Strive to improve decisiveness
 Encourage decision making at lowest possible level

Effectively assesses delegation capability
 Delegate to improve job satisfaction of subordinates
 Delegate to motivate
 Delegate to build subordinates

DEPENDABILITY

Is consistent, dependable and accurate in carrying out responsibilities to a successful conclusion
 Can be relied upon to meet schedules and deadlines
 Fully accepts all responsibilities and meets deadlines
 Meets logically developed priorities
 Achieves result when confronted with major responsibilities and limited resources
 Utilizes all available resources to achieve results
 Can be counted on to achieve results in emergency situations
 Is exceptionally reliable and trustworthy when given an assignment
 Uses proven methods and techniques to achieve results
 Displays a strong personal commitment to successfully completing all projects
 Displays rigid self-discipline
 Attains results regardless of task levels
 Meets responsibilities promptly
 Fulfills all commitments
 Meets expectations
 Is very dependable and conscientious
 Is a strong and reliable member of the department
 Is extremely reliable and supportive
 Can be relied upon to do the job and any other assigned tasks
 Is always fully prepared
 Can be relied on to successfully complete all assignments
 Consistently punctual
 Regular in attendance
 Effectively follow up assignments

DELEGATING

Delegate to improve organizational effectiveness
 Delegate to maximize organizational strengths
 Recognize the need to concentrate on people rather than tasks
 Recognize the importance of working through subordinates
 Encourage delegation

Demonstrate effective delegation techniques
 Effectively delegate responsibility
 Give subordinates the authority needed to effectively carry out delegated responsibilities
 Encourage subordinates to solve their own problems
 Delegate with clearly defined responsibility and authority
 Provide subordinates with the resources needed to accomplish results
 Delegate while maintaining control
 Know when and what to delegate
 Delegate routine tasks to subordinates
 Make effective use of secretarial support
 Delegate to the proper person
 Effectively delegate unpleasant tasks
 Prevent reverse delegation
 May be delegated the broadest discretion
 Delegate to evaluate employee potential

DEVELOPMENT

Excel in selecting and developing individual with high potential talent
 Identify staff development needs
 Recognize development levels and ability levels of staff...and others
 Initiate and establishes personal growth and career path
 Excel in developing career development
 Plan for future career development and accomplishment
 Seek personal growth and development
 Understand personal strengths and weaknesses
 Successful at demonstrating the ability to develop from a specialist to a generalist

Regularly assess the development and effectiveness of subordinates
 Inspire subordinates to achieve their fullest potential
 Excel in developing mutual expectations
 Encourage broad development of employees
 Show genuine interest in employee progress
 Effectively tracks employee progress
 Deal effectively with different career stages of employees
 Excel in tapping hidden talents
 Exploit under-utilized capabilities
 Display and ability to turn weaknesses into strengths
 Turn potential into action
 Develop subordinates into higher achievers
 Cultivate strengths of subordinates
 Effectively develops employees
 Develop managerial candidates
 Encourage managers to develop subordinates
 Excel in developing synergy
 Give proper attention to personnel succession planning
 Develop qualified successors
 Encourage employees to acquire proper skills, attitudes and knowledge
 Encourage special preparation and training of personnel
 Use a wide variety of training methods
 Make effective use of role playing
 Improve the skills and develops talents of subordinates
 Successfully build subordinates
 Coach toward achievement
 Encourage employees to improve abilities for greater responsibility

Clearly establish performance objectives and evaluation criteria
 Establish credible standards
 Establish credible measurement methods
 Effectively and continually evaluate activities, programs and functions
 Continuously evaluate techniques and practices
 Effectively appraise departmental resources and skills
 Accurately monitor performance against objectives
 Effectively make quantitative determinations of ability
 Recognize high potential employees
 Identify individuals who have a capacity to perform
 Effectively identify goal achievers
 Produce highly accurate assessments
 Effectively assess employees resources
 Regularly assess growth
 Effectively track performance
 Accurately assess potential
 Accurately evaluate employee effectiveness
 Effectively assess the quality of work performed by subordinates
 Rate on the basis of performance and not personality
 Effectively re-evaluate others without creating resentment or negative responses
 Show significant frequency differences in appraising employees
 Give recognition to deserving individuals
 Effectively grant rewards on the basis of objective accomplishment
 Assign salary increases base on true performance
 Recognize special talents and capabilities of employees
 Understand accomplishments, strengths and weakness of employees

Excel in developing marginal employees
Effectively recommend methods to assist subordinates in overcoming weaknesses
Concentrate development on weak areas
Encourage constructive actions by employees
Assist subordinates in reaching new levels of skills, knowledge and attitudes
Make winners out of subordinates
Assist subordinates in applying new skills, techniques and understandings
Facilitates learning
Develop creative potential
Profit from experience
Build on strengths
Reinforce positive behavior
Reinforce employee strengths
Build on the positive

EVALUATION SKILLS

Establish clear and meaningful criteria or standards for effective performance

Identify and discusses weakness of staff members
Identify individual needing periodic retraining
Direct performance appraisals toward the self-improvement of employee
Effectively utilize performance reviews as a motivational tool
Plan for appraisal interview
Give proper attention to performance appraisal interviews
Encourage and facilitates self-evaluation
Effectively critique own work
Benefit from constructive criticism
Excel in establishing feedback systems for evaluating results
Accurately measure and assess employee feedback

GOALS AND OBJECTIVES

Control the quality of the most crucial of all the variables contributing to the realization of departmental goals and objectives
Excel in planning, forecasting, setting objectives and determining courses of action

Effectively develop individual departmental and organizational goals to obtain objectives
Effectively blend personal goals with organizational objectives
Set goals that are compatible with those of the organization
Excel in formulation goals and plans of action
Clearly establishes goals to achieve a significant productive impact
Establishes performance targets for both short range and long range
Set, obtain and manage managerial objectives
Set innovative objectives
Formulate realistic objectives
Establish specific objectives
Effectively determine workable objectives
Excel in the perception of objectives
Excel in prioritizing objectives
Encompass every objective valued by the organization
Effectively communicate objectives
Effectively develop objectives
Effectively develop cognitive objectives
Display a clear vision of goals
Establish feasible and attainable goals
Set realistic goals
Set reachable targets
Set compelling personal goals
Set worthy goals
Effectively develop goals
Goal seeker

Develop totally new strategies
Devise improved means of accomplishing results
Make affirmative contribution to improvements
Produces changes for the overall improvement of the department
Display a willingness to discuss weaknesses and make improvements
Use constructive criticism to improve performance
Establishes goals for improvement of performance targets
Develop future goals for self-improvement
Articulate goals for future improvement
Set ambitious growth goals
Tactfully discuss areas in need of improvement
Clearly identify improvement to be achieved
Work cooperatively toward the identification of areas needing improvements
Clearly identify improvements to be achieved
Work cooperatively toward the identification of areas needing improvements
Excel in isolating characteristics in need of improvement
Clearly pinpoint area of needed improvements
Identify performance improvement problems
Monitor improvement progress
Display an eagerness to improve
Demonstrate a strong effort to improve
Welcome opportunities for improvement
Seek opportunities for self improvement
Respond favorably to suggested actions for

Clearly establish goals and purposes
 Effectively establish truly relevant objectives and performance standards
 Establish specific and measurable goals
 Set clear and measurable objectives
 Effectively set group performance objectives
 Establish methods of attainment of goals
 Effectively organize, assemble and arrange resources to meet goals
 Aware of longer-term goals and larger frameworks of concepts
 Effectually evaluates goals
 Display sincerity of ambitions and objectives
 Use goals to maintain momentum
 Achieve and surpass goals

IMPROVEMENT

Constantly strive to strengthen and refine professional effectiveness
 Consistently strive to improve performance
 Improve effectiveness by eliminating the confusing
 Excel in self-supervision and self-improvement
 Often make valuable suggestions for improvement
 Excel in developing improved techniques
 Develop totally new strategies devises improved means of accomplishing results

improvement
 Display improved potential for advancement
 Show steady progress
 Continue to grow and improve

INITIATIVE

Demonstrate a high level of initiative
 Self starter
 Judicious in carrying out assignments without direction
 Excel in self-directing and self-pacing
 Demonstrate an ability to think along constructive original lines
 Solution seeker
 Effectively initiate solutions
 Make practical suggestions
 Display self-reliant enterprise
 Alert to new opportunities, techniques and approaches
 Seize all opportunities
 Explore new opportunities
 Capture all opportunities
 Innovate and create new and unique methods and procedures
 Effectively apply new concepts and techniques

Continuously find new and better ways of performing job
 Extremely active and eager to try new approaches
 Display ingenuity in anticipating and meeting unexpected situations
 Provide opportunities for initiative
 Gather and provide data in advance of need
 Plan and organize with little or no assistance
 Take action without undue haste or delay
 Do things without being told
 Have the quality of knowing what has to be done
 Take charge in the absence of detailed instructions
 Require minimum supervision

JUDGMENT

Excel in making appropriate judgements
 Can be entrusted to use good judgement
 Excel in developing new perspectives
 Follow a variety of approaches in activities and techniques
 Effectively diagnose situations or conditions
 Systematically evaluate options in terms of consequences
 Consider alternative courses of action

Show dynamic leadership qualities
 Display the strengths of the exceptional leader
 Demonstrate imaginative leadership
 Display leadership traits appropriate to the situation
 Excel in training, leading and motivating people
 Effectively use power and influence
 Demonstrate decisive leadership ability
 Face problems with confidence and assurance
 Inspire confidence and respect
 Catalyst of success
 Radiate confidence
 Elicit confidence
 Effectively maintain leadership in a group environment
 Take charge
 Inspire the cooperation and confidence of others
 Emulated by peers and subordinates
 Display an ability to stimulate others
 Command the respect of others
 Earn the respect of subordinates
 Command the attention of others
 Show appreciation for contributions and achievements
 Inspire new employees to become leaders
 Promote harmony and teamwork
 Promote group harmony

Displays excellent intuitive judgement
Exercise judgement on behalf of others
Know basic management principles and methods
Possess the knowledge to handle work of the most complex nature
Clearly understand purposes, objectives, practices and procedures of department
Display strong knowledge of responsibilities
Thoroughly understand all aspects of job
Understand needs and requirements of job
Secure in job knowledge
Very knowledgeable over a wide range of job responsibilities
Have excellent "real world" experience
Possess practical hands-on experience
Demonstrate a strong, functional knowledge
Display a broad application of knowledge
Demonstrate strong technical and operational knowledge
Exceptionally well informed
Share knowledge for the benefit of employees
Keep alert to current practices
Demonstrate a comprehensive knowledge of the field
Keep well informed on business, political and social issues

LEADERSHIP

Project self-confidence, authority and enthusiasm
Demonstrate natural leadership ability
Display leadership stature
Demonstrates strong, dynamic leadership

Encourage team-building efforts
Build a team spirit

LEARNING ABILITY

Show eagerness and capacity to learn
Display an exceptional ability to learn new methods
Display an ability to learn rapidly and adapt quickly to changing situations
Respond promptly to changes and opportunities
Respond quickly to new instructions, situations, methods and procedures
Quickly grasp new routines and explanations
Receptive to new ideas
Keep alert to new learning opportunities
Make effective use of hands-on learning
Benefit from all learning situations
Encourage a positive learning environment
Promote a learning climate
Stimulate curiosity to improve learning

LOYALTY AND DEDICATION

Loyal to organization, associates and subordinates
Display absolute loyalty to superiors and to the organization
Build loyalty in subordinates
Increase superior's strengths
Show positive attitudes toward employer and employees
Place organizational interest ahead of personal convenience

Display a renewed sense of purpose
Committed to organizational goals
Display a genuine interest in the organization
Extremely dedicated
Take pride in job
Display a high degree of honesty, loyalty and integrity

MANAGEMENT ABILITY

Know when to seek help outside the organization
Identify relevant and appraisable components of effective management
Accurately assess management effectiveness
Keep management informed on questions of policy
Excel in obtaining management support
Consistently prepare appropriate recommendations
Keep management informed on questions of policy
Excel in obtaining management support
Consistently prepare appropriate recommendations
Provide management with valid and reliable information for human resources planning

Achieve high productive output while maintaining high morale
Keep employees aware of their importance to the organization
Promote cooperative behavior and team efforts
Build strong sense of teamwork and purpose
Excel in tasks-oriented team development
Obtain maximum team performance
Achieve teamwork effectiveness
Strive for maximum team performance
Encourage efforts toward common goals
Excel in developing synergistic strategies
Maximize the use of company resources
Account for effective and efficient use of personnel
Provide subordinates with the resources needed to attain results
Attain results through the proper direction of subordinates
Give clear direction
Develops a cohesive department effort
Aware of potential contributions of department

Provide management with accurate information concerning the strengths and weaknesses of employees
Effectively resolve conflicts between individual needs and requirements of the organization
Respect both employee rights and management prerogatives
Demonstrate an ability to overcome internal barriers
Effectively solve problems that cross organizational boundaries
Excel in resolving interdepartmental conflicts
Obtain the full support of other departments
Pull the organization together
Recognize the important roles of responsibility, authority and accountability
Hold subordinates accountable for results
Relate consequences to accountability
Demonstrate superior executive ability under a variety of circumstances
Convey executive stature
Display executive strength
Show those qualities that make a manager forceful and effective
Display attributes of an effective manager
Show strong self management
Effectively manage self
Display effective managerial behavior
Display an effective, productive management style
Recognize the difference between managing and doing
Avoid managing by crisis
Excel in human resource management
Challenging and inspiring manager
Excel in solving people problems
Excel in defining, measuring and increasing productivity

Maintain firm departmental control
Adhere to all policies, procedures and rules of decorum
Effectively enforce policies, rules and regulations
Maintain high ethical standards
Displays sound ethics
Follow proper codes of conduct
Effectively recognize the need to change
Effectively manage change
Implement change with minimal resistance
Effectively deal with resistance to change
Implement change with a positive impact
Keep fully alert to the weaknesses, strengths, threats and opportunities facing the organization
Excel in positioning for the future

MATURITY

Display a high degree of emotional maturity
Excel in separating emotion from rationality
Display emotional stability
Display strong emotional control
Cope constructively with emotions
Keep anger under control
Display mature reactions
Maintain a mature attitude
Maintain strong self-control
Display superior emotional adjustments and stability
Keep situations in proper perspective
Display maturity in handling disappointments
Respond positively on inconsequential issues

MENTAL CAPACITY AND APPLICATION

Grasp the most difficult concepts
Display a depth of understanding

Understand both theoretical and practical concepts
Distinguish between perception and reality
Exceptionally keen and alert
Reasonable, smart and alert
Alert, quick and responsive
Alert and broad-minded
Capable of sustaining a high level of concentration
Give undivided attention
Demonstrate logical thinking in one area
Think before taking action
Think fast on feet
Use common sense
Use common sense to reach workable conclusions
Use sound fact-finding approaches
Display fresh insights
Use intelligent reasoning

Give maximum effort
Display energy and vitality in performing daily responsibilities
Display intense involvement
Seek total involvement
Volunteer for extra work and demanding assignments
Totally absorbed in job
Turn past failures into future successes
Success-oriented
Capitalize on opportunities
View problems as opportunities
Recoil promptly from problems
Maximize the opportunities within every situation
Operate effectively under adverse conditions
Look beyond obstacles
Surmount obstacles

Display considerable flexibility
Display fresh thinking
Display imaginative thinking
Display divergent thinking
Excel in heuristic thinking
Excel in independent thinking
Think strategically
Displays consistent, logical and orderly thinking
Display excellent comprehension and retention
Display strong powers of mental retention
Possess strong memory skills
Display strong memory power
Display a strong power of recall
Display a very high cognitive ability
Excel in systematic observation
Gain new perspective
Demonstrate intellectual inquisitiveness
Widen intellectual horizons
Make effective use of mental imaging
Demonstrate positive mental outlook
Think futuristically

MOTIVATION

Strongly motivated to achieve optimal results
Strongly motivated to achieve higher expectations
Highly motivated to achieve individual attainment
Strive for the achievement of excellence
Strive for maximum drive in fulfilling job responsibilities
Am a significant driving force
Keep drive alive
Display a strong sense of purpose
Display a strong personal commitment
Display strong achievement drive
Display a strong competitive drive
Display intense desire
Display a spirit of determination
Optimize individual traits
Displays highly motivated inner drive
Go beyond what is expected

Effectively overcome personal and organizational blocks to achieve results
Effectively use behavior modification to create motivation and achieve results
Display an enthusiastic spirit
Display extraordinary enthusiasm
Spark enthusiasm
Build employee enthusiasm
Develop a motivating environment
Motivate and challenges
Use subtle techniques to motivate
Accentuate the positive
Generates positive attitudes
Provide positive reinforcements to achieve results
Use positive reinforcements to motivate
Display high energy and drive
Highly energetic and enterprising
Display positive energy
Prime mover
Compulsive achiever
Ambitious and hard-driving
Task-oriented
Results-oriented
Self-motivator
Maintain own momentum
Maintain self-motivation
Complete and cooperates
Make effective use of positive imagery to achieve success

ORAL EXPRESSION

Polished and confident speaker
Face any size audience with confidence
Excel in speaking on special occasions
Excel in impromptu speaking situations
Excel in delivering impromptu remarks
Excel in extemporaneous speaking
Speak effectively on feet
Communicate with ease and a natural style
Make presentation with poise and self-confidence

Demonstrate strong personal presentation skills
Make lively and effective presentations
Demonstrate excellent oral presentation skills
Continuously strive to improve presentation skills
Use visual aids effectively
Communicate effectively with well designed materials
Make effective use of charts, graphs, figures and illustrations
Make effective demonstrations
Negotiate with skill
Display strength in negotiating

ORGANIZING

Effectively develop organizational capabilities and integration of objectives
Develop programs to improve the effectiveness of the department and overall operation of the organization
Build organizational effectiveness
Excel in developing jobs, organizational structure and systems
Keep organizational levels to a minimum

Disagree without arguing
 Know how and when to say "no"
 Make effective use of questions
 Present ideas with power and persuasion
 Achieve creditability and persuasiveness
 Have excellent persuasive ability
 Use voice and body to effectively convince and persuade
 Skillful interviewer
 Make effective use of an extensive vocabulary
 Possess superior verbal understanding
 Use understandable language that is relevant and meaningful
 Excel in speech proficiency
 Eminently clear in verbal expressions
 Highly articulate
 Display clarity in expressing views
 State positions clearly
 Displays and ability to present views logically
 Speak at a pleasant tempo
 Enunciate clearly in a well-modulated voice
 Speak in a positive voice
 Make effective use of questions
 Present ideas with power and persuasion
 Achieve creditability and persuasiveness
 Have excellent persuasive ability
 Use voice and body to effectively convince and persuade
 Skillful interviewer
 Possess superior verbal understanding
 Use concise and clear language
 Use understandable language that is relevant and meaningful
 Excel in speech proficiency
 Eminently clear in verbal expressions
 Highly articulate
 Display clarity in expressing views
 State positions clearly
 Display and ability to present views logically
 Speak at a pleasant tempo
 Enunciate clearly in a well-modulated voice
 Speak in a positive tone

Avoid over staffing
 Maximize organizational productivity
 Encourage cooperative block-ups
 Make the most of organizational energy and potential
 Make a substantial contribution to the growth of the organization
 Exert a positive influence on the organizational climate
 Deal effectively with organizational climate
 Displays a broad grasp of the organization
 Identify organizational needs
 Encourage accountability throughout the organization
 Display an organized approach to the job
 Organize work well
 Organize effectively to achieve greater results
 Demonstrate a systematic approach in carrying out assignments
 Very orderly an systematic
 Methodical in planning and performing

PERFORMANCE QUALITIES-GENERAL

Demonstrate consistently distinguished performance
 Generate greater success in highly complex situations
 Consistently exceed performance expectations
 Performance regularly exceeds job requirements
 Provide a competitive edge
 Not content with mediocrity
 Excel in cutting through confusion
 Turn risk situations into opportunities
 Not content with mediocrity
 Excel in cutting through confusion
 Turn risk situations into opportunities
 Turn competitive impulses into the most constructive channels
 Display industriousness, conscientiousness and diligence in performing tasks
 Possess all traits associated with excellence
 Excel in tedious research
 Recognize and accept personal assets and liabilities
 Display accurate self-perception of abilities
 Generate enthusiasm
 Extremely resourceful
 Recognize opportunities
 Demonstrate exceptional work habits
 Display strong work values

Work diligently
 Extremely industrious
 Display a high energy potential
 Display hard strong perseverance
 Display persistent attention to the job
 Is precise and efficient
 Display concentrated effort

Use humor constructively
 Display keen wit
 Display a harmonious and cooperative spirit
 Possess a personal magnetism
 Display many positive character traits
 Display a winning personality
 Display a pleasing personality

Display refinement, character and objectivity
Display trust and confidence
Demonstrate credibility
Faces conflicts with confidence
Complete with confidence
Extremely self-confident
Radiate self-confidence
Demonstrate positive self-concepts
Excel in self-discipline
Capitalize on basic strengths
Effectively apply skills
Maintain a high degree of involvement
Develop success oriented approaches
Display positive approaches
Turn negative into positive
Display positive attitude toward job and others
Display zest and pleasure in work
Maintain an optimistic outlook when faces with difficulties
Excel in handling tough situations
Develop positive expectations
Develop realistic expectations
Very performance conscious
Set high standards of personal performance
Receive and carries out tasks in a cooperative manner
An important contributor to the success of the department
Share ideas and techniques
Excel as a team player
Project objectively
Prevent personnel conflicts from reducing productivity
Respond quickly to feedback

PERSONAL QUALIFICATIONS

Fair, cheerful and follows businesslike procedures to accomplish objectives
Display a pleasant, cheerful disposition
Display natural charm and charisma
Display a pleasant demeanor
Have a calm, even temperament
Stable, patient and steady
Relaxed, confident, enjoyable
Polished and poised
Very cordial
Display social grace
Warm and genuine
Sincere
Display positive responses to negative situations
Display positive, friendly and relaxed attitudes

Display an enterprising personality
Display an outgoing personality
Display energizing optimism
Project energy and enthusiasm

PLANNING

Establish strategic plans for future success
Propose plans of action which are timely, and realistic and positive
Plan with a fresh perspective
Plan, organizes and completes tasks in the shortest, most efficient manner
Effectively formulate strategies, tactics and action plans to achieve results
Plan appropriate strategies to arrive at solutions
Plan effectively for systematic results
Excel in anticipating needs
Develop innovative plans and solutions
Meet or exceeds standards for major responsibilities or objectives on time or ahead of schedule
Keep comfortably ahead of work schedule
Translate planning into reality
Effectively establish task priorities
Formulate plans and envisions goals
Develop rational planning techniques
Effectively implement plans with harmony and cooperation
Excel in developing action plans
Develop sound action plans
Effectively put plans into action
Excel in formulating and executing strategies
Excel in strategy and action
Effectively translate ideas into action
Excel in developing strategic aims
Develop strategic aims
Effectively plan to avoid future problems
Prevent problems from occurring
Excel in problem prevention
Excel in anticipatory management
Excel in anticipating reactions
Anticipate and resolve conflicts
Plan for predictable resistance
Develop innovative strategies
Develop positive strategies
Develop effective strategies to attain good performance
Create flexible plans to meet changing opportunities
Constantly develop techniques to generate new strategic alternatives

Plan for the unexpected
Excel in developing "what if" scenarios

Develop the skills needed to maintain the highest standards of professional excellence

Excel in developing strategic alternatives
Develop sound contingency plans
Not controlled by events and crisis situations

POTENTIAL

Presently capable of assuming greater responsibility
Possess a strong capacity to make a greater contribution to the organization
Strongly qualified for advancement
Display strong potential for advancement
Need more responsibility to ensure continued satisfaction and career growth
Display high management potential
High potential employee
Capable of assuming a greater leadership role
Capable of distinguished performance in a higher level position
Eager to assume greater responsibility in the department or elsewhere
Demonstrate a strong ability to identify, analyze and solve problems
Display an ability to solve problems, think, reason and learn
Excel in developing innovative and creative solutions
Develop creative and cost effective solutions
Excel in creative problem solving
Displays a practical approach to solving problems
Unusually decisive in handling difficult problems
Effectively solve problems rather than symptoms
Excel in identifying the real problems
Excel in solving critical problems
Solve problems before they become critical
Excels in trouble shooting
Work well with others in solving problems
Translate problems into practical solutions
Look upon problems as exciting challenges
Turn problems into opportunities

PROFESSIONALISM

Demonstrate an exceptional mastery of professional skills
Demonstrate professional expertise
Display well-oriented professional knowledge
Seasoned professional
Seek a higher degree of professional excellence
Show concern about professional improvement
Sustain a professional growth strategy
Strive to grow professionally through continuous study and participation
Closely follow professional trends
Constantly seek to broaden professional horizons
Maintain a high degree of professional participation

Quality of work reflects high professional standards
Write memos, letters and reports that reflect professional expertise
Develop enduring professional relationships
Provide subordinates with definite, positive assistance to correct professional difficulties
Convey professionalism
Display a professional pride
Display high standards of professional behavior
Demonstrate high standards of professional conduct
Display a professional style
Display a professional profile
Maintain high professional ethics
Follows ethical procedures
Stimulate professionalism
Engender respect for profession
Display loyalty to profession

QUALITY

Quality of work is consistently high
Achieve the highest standard of excellence
Shows professional concern for quality work
Emphasize on quality enhancement
Promote quality awareness
Recognize the importance of quality in providing a competitive edge
Demonstrate accuracy, thoroughness and orderliness in performing work assignments
Perform with unusual accuracy, thoroughness and effectiveness
Committed to excellence
Achieve consistent effectiveness
Strive for state-of-the-art perfection
Extremely neat
Provide total quality assurance
Display pride in work

QUANTITY

Make a substantial contribution to the continued operation and growth of the organization
Quantity of work is consistently high
Perform at peak efficiency
Maintain a peak performance
Sustain a high achievement level
Work at a high achievement level
Perform at a high energy level
Effectively expand energy
Maintain unusually high output
Fast and productive
Perform with unusual speed at a high rate of output
Exceed normal output standards
Produce beyond normal expectations
Constantly produce more than expected

RELATIONSHIP WITH OTHERS

Excel in effective human relations
Understand human behavior
Identify and understand personal values of superiors, subordinates, peers, and others
Recognize the needs of others
Display a high degree of recognition, acceptance and prestige in dealing with others
Make favorable impression and easily gains acceptance by others
Make the best impression in every situation
Convey a positive personal image
Excel in obtaining enthusiastic commitments
Gain management commitments
Well accepted by others under difficult circumstances
Work harmoniously and effectively with others
Get along well with others
Develop a strong working rapport with others
Develop positive working relationships
Develop mutual support
Build a close rapport
Build trust and rapport
Build a climate of trust
Excels in trust building
Promote relationships of trust and respect
Develop interpersonal trust
Develop relationships based on dependability and honesty
Build on mutual dependence and understanding
Understand and know how to get along with co-workers
Work effectively with others
Establish effective working relationships
Promote harmony among associates
Attract the favorable attention of superiors
Build positive relationships with superiors
Work effectively with multiple superiors
Convey considerable influence with superiors
Establish credibility with superiors and subordinates
Interact effectively with peers
Display unconditional positive regard
Convey positive influences
Display geniuses in dealing with others
Convey a willingness to help
Excel in promoting team efforts
An excellent team worker
Exceptionally willing and successful as a team worker
Generate synergy
Encourage organization-wide cooperation
Promote participative approaches
Extremely cooperative with associates
Demonstrate an ability to relate
Excel in sustaining concentration while avoiding confrontations

Working well in cooperating with others for the benefit of the organization
Promote cooperation
Cooperative and constructive
Exercise considerable influence
Demonstrate strong interpersonal skills
Display and interpersonal regard
Display positive affectivity
Respect the opinions of others

RESOURCEFULNESS

Demonstrate self-reliance and resourcefulness
Extremely resourceful and enthusiastic
Maximize individual resources and energies
Optimize the use of all available resources
Make effective use of all organizational resources
Achieve success when conformed with limited resources
Effectively organize, assemble and arrange resources to meet goals
Effectively match goals to resources
Effectively match resources with objectives
Effectively assess employee resources, strengths and competencies
Develop resourceful solutions

RESPONSIBILITY

Devote appropriate attention to all responsibilities
Accept responsibility for own decisions and those of subordinates
Assume responsibility for mistakes and shortcoming or subordinates
Willing to accept ultimate responsibility
Accept responsibility for compliance with rules and regulations
Continue to seek and accept responsibility
Seize responsibility
Thrive on responsibility
Take positive action to meet growing responsibility
Take positive action to meet growing responsibility
Delegate responsibility effectively
Especially effective in assigning responsibility
Build personal accountability
Display a willingness to face conflicts
Accept new job assignments willingly
View new assignment as an opportunity for growth

STRESS

Successfully cope with demands from superiors, subordinates and peace
Successfully handle multiple demands from superiors and subordinates
Perform effectively despite sudden deadlines and changing priorities

Effectively handle competing priorities
 Work effectively for multiple superiors
 Thrive on stressful situations
 Cope effectively with pressures and tensions
 Effectively handle stress and anxiety
 Handle crisis and emergencies with coolness
 Demonstrate coolness under stress
 Maintain coolness despite annoyances
 Show a strong resistance to annoyances
 Show finesse in situations of stress
 Perform well in crisis situations
 Perform well under pressure
 Work effectively in high pressure situations
 Work calmly in a turbulent environment
 Remain calm in crisis situations
 Remain calm under pressure
 Get things done calmly
 Display impressive poise under stress
 Show poise when under pressure
 Maintain personal composure in high stress situations
 Handle crises with composure
 Project composure
 Cope effectively with risk and uncertainty
 Adjust promptly and calmly to change
 Handle crises with composure
 Project composure
 Cope effectively with risk and uncertainty
 Adjust promptly and calmly to change
 Handle the unexpected with coolness
 Successfully cope with unlimited consequences
 Effectively manage stress
 Plan to deal effectively with anticipated stressful situations
 Capably handle potentially volatile situations
 Make positive use of stress to improve performance
 Make effective use of humor to ease tensions
 Remain in solid control
 Keep stress under control
 Gain control over job pressure
 Recognize the impact of stress and burnout on organizational effectiveness
 Know when to seek help
 Recognize the importance of sound physical and mental health for top performance
 Effectively balance the demands of job with private life

SUPERVISORY SKILLS

Effectively motivate subordinates to exert the effort necessary to attain organizational goals
 Excel in the supervision and leadership of subordinates
 Maintain a work situation which stimulates the growth of individuals
 Strive to make more meaningful and challenging contributions to the betterment of the department

Make certain that employees have a clear understanding of their responsibilities
 Effectively prevent over-staffing
 Establish realistic work demands
 Develop precise job expectations
 Divide work into manageable activities
 Ensure cost-efficient assignment of employees
 Effectively balance work flow
 Use job enrichment to improve productivity
 Expect and demand superior performance
 Place emphasis on results
 Excel in getting work done by others
 Optimize productivity
 Gain maximum productivity from employees
 Maximize the performance of people and equipment
 Make maximum use of personnel and equipment
 Give constant encouragement to subordinates
 Give constructive suggestions to subordinates
 Effectively coach subordinates toward achievement
 Bring out the best in employees
 Challenge the abilities of subordinates
 Recognize the important relationships between rewards, reinforcement and results
 Maximize the value of recognition and rewards
 Make effective use of constructive compliments
 Give proper recognition
 Excel in giving verbal praise
 Develop a climate providing motivation, participation and opportunities for employee initiative
 Promote an effective climate
 Encourage a climate for action
 Develop a spirit of teamwork
 Build cooperation
 Promote a comfortable, friendly organizational atmosphere
 Effectively communicate organizational policies and other information to subordinates
 Is readily accessible to subordinates
 Promote positive involvement
 Encourage active involvement of staff
 Receive full support from staff
 Stimulate individual participation
 Stimulate productive discussion sessions for positive action
 Effectively seek and obtain ideas
 Show concern for the employee as a person
 Hire qualified people
 Give helpful guidance to new employees
 Show a sincere interest in employees and the solution to their problems
 Excel in effective coaching and counseling of subordinates
 Effectively use counseling techniques and skills
 Inspire voluntary support and guidance to employees
 Lend supports and guidance to employees
 Assist employees in career assessments
 Give sound, practical advice

Guide employees to proper resources whenever help is needed
 Properly assert authority
 Effective in giving orders and directions
 Give clear instructions
 Avoid over-supervising
 Promotes a high degree of morale
 Strengthen morale
 Gain employee confidence
 Develop strong credibility with subordinates
 Understand different personalities and traits
 Show empathy
 Show genuine respect
 Show warmth and consideration
 Sensitive to the feelings of others
 Supervise firmly and fairly
 Fair and firm when dealing with subordinates
 Establish acceptable tolerance levels
 Overcome resistance to technological change
 Effectively handle employee problems and discontent
 Handle employee problems professionally
 Recognize and deals with signs of employee unrest
 Encourage constructive feedback
 Turn complaints into opportunities
 Maintain order and discipline
 Know when to reprimand
 Know when to ignore
 Know when to confront
 Handle disruptive behavior with firmness
 Settle disputes firmly
 Quickly settle disciplinary problems
 Take prompt corrective action
 Handle problems immediately
 Keep small situation from becoming big problems
 Use constructive discipline
 Effectively control employee absenteeism and tardiness
 Decisively handle chronic absenteeism
 Overcome personally conflicts
 Capably manage the marginal performer
 Excel in revitalizing employees who are coasting
 Capably handle difficult people
 Capably handle resistance from staff members
 Deal effectively with resistance
 Effectively deal with mistakes and errors
 Cope effectively with misunderstanding
 Correct without criticizing
 Take positive steps to avoid recurrences of errors
 Keep informed of supervisory legal responsibilities
 Ensure that all personnel problems are properly documented to avoid litigation
 Take appropriate remedial action

Deal tactfully with both lower and higher authority
 Work well with others in the solution of mutual problems
 Respect the opinions, abilities and contributions of others
 Cooperative and open-minded in working with others
 Effectively turn defensive situations into supportive relationships
 Take appropriate action without offending
 Handle situations without raising antagonism or hostility
 Handle situation in a calm, objective manner
 Effectively resolve misunderstanding
 Accomplish results without creating friction
 Avoid arguments
 Handle confrontations with tact
 Disagree diplomatically
 Tactful in conflict situations
 Negotiate with tact
 Display trust and mutual understanding
 Employ procedures that reveal poise
 Accept constructive criticism
 Tactfully admit mistakes and errors
 Display proper etiquette
 Display grace and style
 Follow proper protocol
 Polite in all situations
 Display excellent mannerisms
 Convey sincere appreciation at every opportunity

TIME MANAGEMENT

Achieve maximum time effectiveness
 Place a high value on time effectiveness
 Excel in priority determinations
 Distinguish between low and high priority activities
 Display a strong sense of priorities
 Demonstrate effective allocation of time resources
 Concentrate on activities with a high payoff
 Concentrate on areas yielding the greatest return
 Focus on relevant issues
 Eliminate tasks which contribute the least to organizational goals
 Identify unessential activities
 Identify and eliminates time wasters
 Avoid time snares
 Use systematic methods to accomplish more in less time
 Delegate for maximum time effectiveness
 Set realistic time goals
 Make effective use of peak time periods
 Maximize peak times
 Use time productively

TACT AND DIPLOMACY

Display a high degree of tact and diplomacy
 Handle situations with poise, understanding and tact

Uses time wisely
 Make effective use of supervisor's time and resources
 Make effective use of travel time
 Make effective use of waiting time

Maintain control over interruptions
 Effectively control telephone, visitors and other time traps
 Schedule all appointments
 Effectively use the calendar
 Effectively eliminate unnecessary paperwork
 Work smarter, not harder
 Make effective use of discretionary time
 Keep personal, family, and work life in proper perspective
 Avoid confusing activity with accomplishments

Accurate
 Active
 Adaptable
 Adept
 Affirmative
 Alert
 Ambitious
 Analytical
 Articulate
 Calm
 Capable
 Challenging
 Charismatic
 Clear-thinking
 Cohesive
 Competent
 Complete
 Composed
 Comprehensive
 Concise
 Confident
 Conscientious
 Considerable
 Consistent
 Constructive
 Cooperative
 Courageous
 Courteous
 Creative
 Curious
 Decisive
 Dedicated
 Definite
 Dependable
 Desirable
 Determined
 Diligent
 Diplomatic
 Discreet
 Distinctive
 Dynamic
 Eager
 Effective
 Efficient
 Eminent
 Energetic
 Enlightening
 Enterprising
 Enthusiastic

VERSATILITY

Possess many talents and capabilities
 Demonstrate competence in many areas
 Has the ability to perform a wide range of assignments
 Successfully handle multiple projects at the same time
 Display versatile expertise
 Demonstrate diversified skills
 Extremely versatile
 Effectively handle special assignments
 Display flexibility in adapting to changing conditions
 Effectively cope with accelerating changes
 Flexible and open toward change
 Extremely valuable In providing back-up support for other jobs

WRITING ABILITY

Write letters, memos and reports that command attention and achieve results
 Write with remarkable clarity and consistency
 Write precisely and effectively
 Write to convey a positive impression
 Write in a positive tone
 Write in a positive manner to reflect favorably upon the organization
 Write reports that achieve maximum impact
 Write with persuasion
 Write proposals that win approval
 Prepare persuasive presentations
 Prepare concise and meaningful reports
 Write to ensure readability
 Excel in converting complex information into simple, readable form
 Place emphasis on meaningful action words
 Possess a large vocabulary

Demonstrate strong editing skills
Demonstrate creative writing ability

Excellent
Exceptional
Exciting
Extra
Extraordinary
Extreme
Factual
Fair

HELPFUL ADJECTIVES

Absolute

Favorable
Fine
Flexible
Forceful
Foremost
Forward-looking
Frank
Genuine
Good-natured
Great
Hands-on
Harmonious
Helpful
High
High-tech
Honest
Imaginative
Immense
Important
Independent
Industrious
Ingenious
Innovative
Involved
Keen
Knowledgeable
Lasting
Latest
Logical
Loyal
Magnificent
Major
Maximum
Meaningful
Motivated
Neat
Objective
Observant
Open-minded
Opportunistic
Optimal
Optimistic
Orderly
Organized

Predictable
Productive
Professional
Progressive
Prominent
Proper
Prudent
Punctual
Quick
Rational
Realistic
Reliable
Remarkable
Resourceful
Respectful
Responsive
Rigorous
Self-confident
Self-demanding
Significant
Sincere
Sizable
Sophisticated
Sound
Special
Splendid
State-of-art
Stern
Stimulating
Strong
Successful
Superb
Superior
Supportive
Systematic
Tactful
Tedious
Thorough
Trustworthy
Trustful
Ultimate
Understanding
Unique
Unlimited

Original
Outstanding
Patient
Perceptive
Perfect
Persuasive
Pleasant
Poised
Polished
Positive
Powerful
Practical
Precise

Unusual
Utmost
Valuable
Versatile
Vibrant
Vigorous
Well-liked
Wining
Worthy
Zestful

HELPFUL VERBS

Accentuates
Accepts
Accomplishes
Accounts
Achieves
Acquires
Acts
Actuates
Adapts
Adheres
Adjusts
Administers
Adopts
Advances
Advises
Analyzes
Anticipates
Applies
Appraises
Appropriates
Approves
Arises
Arranges
Articulates
Ascends
Ascertains
Aspires
Assembles
Asserts
Assigns
Assimilates
Assists
Assumes
Assures
Attains
Attempts
Attends

Communicates
Compiles
Completes
Comprehends
Computers
Computes
Concentrates
Conducts
Conforms
Connects
Considers
Consolidates
Consults
Contemplates
Continues
Contributes
Controls
Conveys
Cooperates
Coordinates
Copes
Creates
Dedicates
Delegates
Demonstrates
Determines
Develops
Devotes
Directs
Discusses
Displays
Disseminates
Distinguishes
Drafts
Effects
Elicits
Emanates
Emphasizes
Employs
Empowers

Audits
Authorizes
Averts
Builds
Calculates
Capitalizes
Carries out
Challenges
Checks
Circulates
Clears
Coaches
Collaborates
Collects
Commands
Communicates
Compiles

Emulates
Encompasses
Encourages
Enforces
Enhances
Enlightens
Enriches
Ensures
Establishes
Evaluates
Evidences
Evokes
Examines
Excels
Executes
Exercises
Exhibits

Expects
Expedites
Explores
Expresses
Faces
Facilitates
Focuses
Follow-up
Foresees
Formulates
Fosters
Fulfills
Furnishes
Gains
Generates
Gives
Grasps
Guides
Handles
Helps
Identifies
Implements
Impresses
Improves
Influences
Informs
Initiates
Inspects
Inspires
Insures
Interacts
Interprets
Interviews
Investigates
Issues

Participates
Perceives
Performs
Perpetuates
Plans
Possesses
Practices
Prepares
Presumes
Prevents
Processes
Produces
Projects
Promotes
Proposes
Provides
Pursues
Radiates
Realize
Receives
Recognizes
Recommends
Records
Reflects
Regards
Regulates
Reinforces
Relates
Releases
Relies
Reports
Represents
Requires
Resolves
Respects

Judges
Keeps
Knows
Learns
Maintains
Makes
Manages
Meets
Mobilizes
Motivates
Necessitates
Negotiates
Notifies
Observes
Obtains
Operates
Optimizes
Orchestrates
Organizes
Overcomes
Oversees
Paces

Responds
Reviews
Revises
Schedules
Secures
Seeks
Serves
Shows
Solves
Sparks
Stimulates
Strengthens
Strives
Studies
Submits
Supervises
Supports
Surmounts
Surveys
Sustains
Takes
Thinks

Tolerates
Trains
Translates
Understands
Uses
Utilizes
Verifies
Vitalizes
Weighs

PERFORMANCE RANKINGS

Exceptional
Extraordinary
Excellent
Distinguished
Outstanding
Very good
Good
Superior
Fair
Satisfactory
Sub-standard
Unsatisfactory
unacceptable



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