

## Active and positive words

To ensure a positive first impression use strong professional words and phrases which clearly describe your capabilities, experience and achievements. The information should be factual and specific; avoid generic and bland statements.

**Remember:** the experience included on your CV should closely match the requirements of the job and the values of the organisation. Carefully read the job description or advert and the careers section on employer websites.

Self-management			
Focused	Reflected	Self-Confidence	Self-believe
Balanced	Driven	Developed	Enhanced
Proactive	Ambitious	Opportunistic	Energetic
Enthusiastic	Persisted	Motivated	Adapted
Inquisitive	Improved	Responded	Evaluated
Target-driven	Initiated	Self-discipline	Flexible
Resilient	Assertive	Determined	Results Orientated
Persevered	Expanded	Ability	Active
Versatile	Excellence	Achieved	Accelerated
Attained	Awarded	Completed	Excelled
Positive	High personal standards	Hard-working	Targets
Self-sufficient			
Teamworking			
Supported	Facilitated	Organised	Co-ordinated
Open-minded	Listened	Involved	Collaborated
Co-operated	Constructive	Contributed	Respectful
Negotiated	Mediated	Relationships	Shared objectives
Goals	Ideas	Approachable	Tolerant
Encouraged	Established	Implemented	Adaptable
Flexible	Loyal	Determined	
Business & customer awareness			
Customer Satisfaction	Welcomed	Accommodated	Tactful
Diplomatic	Success	Objectives	Profit
Ideas	Competitive	Opportunities	Strategic Thinking
Opinion	Entrepreneurial	Efficiency	Economy
Government	Stakeholders	Implemented	Redefined
Identified	Budgeted	Enterprising	Foresight
Risk Taker	Driven	Networker	Project Manager
Tactical	Proactive	Anticipates	Initiative
Integrity			
Honesty	Fair	Respectful	Ethical
Diligent	Conscientious	Reliable	Dependable
Socially aware	Compassionate	Caring	



Problem solving (creativity)			
Converted	Expanded	Innovated	Developed
Decreased	Consolidated	Modernised	Initiated
Recommended	Reduced	Increased	Doubled
Resolved	Analysed	Solutions	Explored
Logical	Judgement	Solved	Researched
Suggested	Experimented	Ideas	Alternatives
Achieved	Successful	Results-Orientated	Project Managed
Created	Practical	Astute	Agile Mind
Simplified	Formulated	Redefined	Assessed
Evaluated	Collated	Identified	Interpreted
Tested	Forecast	Defined	Investigated
Conducted	Appraised	Determined	Attention to detail
Optimisation	Performance	Target	Precise
Thorough	Fastidious	Systematic	
Communication			
Advised	Demonstrated	Liaised	Negotiated
Proposed	Persuaded	Influenced	Demonstrated
Recommended	Addressed	Presented	Promoted
Educated	Trained	Communicated	Empathised
Leadership			
Managed	Supervised	Directed	Conducted
Led	Co-ordinated	Delegated	Represented
Sensitivity	Decision Making	Initiative	Motivated
Accountability	Focus	Dynamic	Team-builder
Energetic	Inspired	Capable	Elected
Respected	Visionary	Achieved	Goal setting
Listened	Involved	Implemented	Effective
Encourages	Motivates	Integrity	Decisive
Probing	Resourceful	Facilitative	Enables
Numeracy			
Accurate	Attention to detail	Budgeted	Logical
Data	Detailed	Methodical	Analytical
Interpretation	Assimilate	Thorough	
Organising & planning			
Arranged	Budgeted	Collated	Conducted
Co-ordinated	Established	Planned	Prepared
Researched	Reviewed	Solved	Scheduled
Prioritised	Responded	Monitored	Flexible
Comprehensive			
Initiated			
Conceived	Established	Founded	Designed
Devised	Developed	Implemented	Initiated
Launched	Originated	Generated	Started