

Useful CV Words

USEFUL CV WORDS

Words that describe positive personal attributes

Able	Decisive	Imaginative	Patient	Self-assured
Accurate	Dedicated	Independent	People-orientated	Self-confident
Adaptable	Dependable	Informed	Perceptive	Self-motivated
Adventurous	Diligent		Persistent	Self-reliant
Alert	Diplomatic	Innovative	Personable	Shrewd
Ambitious	Dynamic	Intelligent	Pioneering	Skilled
Analytical			Practical	Spirited
Articulate	Effective	Knowledgeable	Professional	Stable
Assertive	Efficient		Proficient	Strong
Astute	Energetic	Literate	Punctual	Successful
	Enthusiastic	Loyal		Supportive
Bilingual	Experienced		Qualified	
Bright	Expert	Methodical	Quick-thinking	Tactful
		Motivated		Talented
Calm	Flexible	Multilingual	Rational	Tenacious
Capable			Realistic	Thorough
Competent	Gregarious	Objective	Reliable	Thoughtful
Confident		Open-minded	Resourceful	Trained
Consistent	Hardworking	Organised	Responsible	Trustworthy
Co-operative	Honest	Outgoing		Versatile
Creative				Willing



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Words that can be used to describe responsibilities and achievements

Accelerated	Booked	Facilitated	Identified	Recorded
Achieved	Broadened	Fostered		Represented
Acquired	Budgeted	Formulated	Performed	Researched
Acted		Founded	Purchased	Resolved
Administered	Coached		Pioneered	Restored
Advised	Collaborated	Generated	Planned	Restructured
Analysed		Guided	Prepared	Recommended
Appointed	Exercised		Presented	Recruited
Appraised	Expanded	Handled	Processed	
Arranged	Expedited	Harmonised	Produced	
Assigned	Explored	Headed	Promoted	
Assisted		Helped	Proposed	
Attended		Hired	Provided	