

PLAIN
WORDS

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Power Words to Help You Write a Winning CV

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Power Words to Help You Write a Winning CV...

Personal Qualities

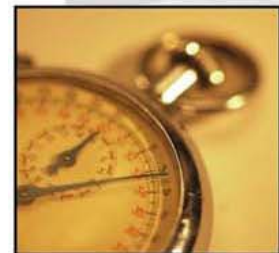
Here's a list of words that represent personality traits people in the business world find positive. Go through the list and select the words that seem to describe you. Use them (in moderation) in your CV and in interviews.

- A** able, accurate, adaptable, adept, adroit, alert, ambitious, analytical
- B** bilingual, bright
- C** capable, competent, confident, consistent, co-operative, creative
- D** dedicated, dependable, detail-orientated, dynamic
- E** educated, effective, efficient, energetic, enthusiastic, executive calibre, experienced, expert
- F** fast, fit, flexible friendly
- G** gregarious
- H** hardworking, healthy, highly motivated, honest
- I** imaginative, ingenious, innovative, intelligent, inventive
- J** judicious
- L** licensed, literate
- M** managerial, multilingual, multitalented
- N** non-smoking
- O** organised, outgoing, outstanding
- P** patient, people-orientated, perceptive, personable, poised, polished, principled, productive, professional, proficient
- Q** qualified, quick-thinking
- R** ready, reliable, resourceful, responsible
- S** sane, scholarly, scrupulous, seasoned, self-assured, self-reliant, serious, shrewd, skilled, smart, spirited, stable, successful
- T** talented, tenacious, top-level, trained, trustworthy
- U** upbeat
- V** valuable, versatile, veteran
- W** well-educated, well-groomed, willing, witty, worldly
- Y** young, youthful

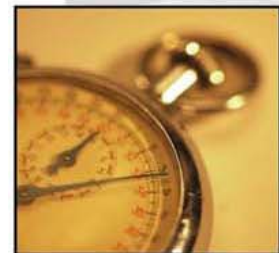
“Action” Words

These words make a strong impression when you want to promote your achievements. They're ideal for CVs, reports and memos.

- A** accelerated, accessed, achieved, acquired, acted, administered, advised, appointed, arranged, assigned, assisted, attended
- B** booked, broadened, budgeted



- C** checked, collaborated, competed, completed, conceived, conducted, constructed, consulted, contributed, controlled, coordinated, correlated, counselled, created
- D** delegated, demonstrated, designed, determined, developed, devised, directed, doubled
- E** edited, effected, eliminated, established, evaluated, executed, expanded, expedited, explored
- F** formulated, founded
- G** generated, guided
- H** handled, heaped, helped, hired
- I** identified, implemented, improved, increased, initiated, instituted, instructed, interacted, introduced, invented, investigated
- L** launched, led
- M** maintained, managed, marketed, met with, monitored, motivated
- N** negotiated
- O** opened, operated, organised, oversaw
- P** participated, performed, pinpointed, planned, prepared, presented, prevented, processed, produced, programmed, promoted, proposed, provided, purchased
- R** recruited, reduced, reorganised, reported, represented, resolved, restructured, reversed, revised
- S** saved, scheduled, secured, selected, set priorities, set up, shaped, sold, solved, structured, supervised
- T** taught, tested, tightened, trained, trimmed
- U** upgraded, used
- W** won, worked with, wrote



Plain Words – The Big Picture

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- Instructional Designers
- Bid & Proposal Writers
- Web Content Developers
- Knowledge Managers

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