

Skills, Experience, Personal Qualities: Useful words and themes

For use in writing personal profiles and completing CVs

Important: If you are going to claim you have a particular skill or quality; remember to give a personal example of how and when you have demonstrate it.

- results-driven, logical and methodical approach to achieving tasks and objectives
- determined and decisive; uses initiative to develop effective solutions to problems
- reliable and dependable - high personal standards and attention to detail
- methodical and rigorous approach to achieving tasks and objectives
- entrepreneurial and pro-active - strong drive and keen business mind
- identifies and develops opportunities; innovates and makes things happen
- good strategic appreciation and vision; able to build and implement sophisticated plans
- determined and decisive; uses initiative to meet and resolve challenges
- strives for quality and applies process and discipline towards optimising performance
- extremely reliable and dependable - analytical and questioning, strives for quality
- methodical approach to planning and organising - good time-manager
- excellent interpersonal skills - good communicator, leadership, high integrity
- strong planning, organising and monitoring abilities - an efficient time-manager
- self-driven and self-reliant - sets aims and targets and leads by example
- good interpersonal skills - works well with others, motivates and encourages
- high integrity, diligent and conscientious - reliable and dependable
- self-aware - always seeking to learn and grow
- seeks new responsibilities irrespective of reward and recognition
- emotionally mature and confident - a calming influence
- detailed and precise; fastidious and thorough
- decisive and results-driven; creative problem-solver
- good starter - enthusiastic in finding openings and opportunities

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- creative and entrepreneurial networker - effective project coordinator
- reliable and dependable in meeting objectives - hard-working
- emotionally mature; calming and positive temperament; tolerant and understanding
- seeks and finds solutions to challenges - exceptionally positive attitude
- great team-worker - adaptable and flexible
- well-organised; good planner; good time-manager
- seeks new responsibilities and uses initiative; self-sufficient
- solid approach to achieving tasks and objectives; determined and decisive
- excellent interpersonal skills - good communicator, high integrity
- energetic and physically very fit; quick to respond to opportunities and problems
- active and dynamic approach to work and getting things done
- financially astute - conversant with accounting systems and principles
- tactical, strategic and proactive - anticipates and takes initiative
- systematic and logical - develops and uses effective processes
- good listener - caring and compassionate
- critical thinker - strong analytical skills; accurate and probing
- good researcher - creative and methodical - probing and resourceful
- facilitative project manager; develops and enables group buy-in
- persistent and tenacious sales developer; comfortable with demanding targets
- resilient and thorough - detached and unemotional
- completer-finisher; checks and follows up - immaculate record-keeper
- team-player - loyal and determined
- technically competent/qualified [state discipline or area, to whatever standard or level]
- task-oriented - commercially experienced and aware
- excellent inter-personal and communications skills

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- sound planning and organizational capabilities
- results oriented - focused on productive and high-yield activities
- tolerant and understanding - especially good with young children/elderly
- people/needy people/disadvantaged people, etc
- emotionally mature - calming and positive temperament - compassionate and caring
- sensitive and patient interpersonal and communication skills
- high integrity and honesty; ethical and socially aware
- energetic and positive outlook, which often inspires others
- calm, reliable and dependable in meeting objectives - logical and numerate
- seeks and finds good outcomes to challenges
- adaptable and flexible; well-organised planner and scheduler
- seeks new responsibilities and uses initiative; self-sufficient

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Accomplished	Devised	Led	Regulated
Achieved	Directed	Liaised	Rejected
Acquired	Discovered	Lightened	Related
Administered	Diversified	Liquidated	Remedied
Advised	Documented	Lowered	Re-organised
Altered	Doubled	Maintained	Represented
Analysed	Deleted	Managed	Researched
Anticipated	Educated	Marketed	Resolved
Appointed	Effectuated	Maximised	Re-vamped
Appraised	Eliminated	Mentored	Reviewed
Approved	Employed	Modernised	Revised
Arranged	Enforced	Monitored	Re-vitalised
Attained	Engineered	Motivated	Revolutionised
Assessed	Enhanced	Negotiated	Saved
Audited	Ensured	Obtained	Scheduled
Augmented	Established	Operated	Secured
Authorised	Estimated	Optimised	Settled
Averted	Evaluated	Ordered	Shaped
Avoided	Exceeded	Organised	Simplified
Bought	Executed	Originated	Sold
Budgeted	Facilitated	Performed	Solved
Built	Forecast	Planned	Specified
Calculated	Formed	Piloted	Staffed
Captured	Formulated	Pioneered	Standardised
Centralised	Generated	Prepared	Stimulated
Coached	Guided	Presented	Streamlined
Collated	Hired	Prevented	Studied
Combined	Implemented	Prioritised	Supervised
Completed	Improved	Processed	Supported
Composed	Improvised	Prevented	Surpassed
Conceived	Increased	Procured	Surveyed
Contributed	Initiated	Produced	Taught
Controlled	Inspired	Programmed	Terminated
Converted	Inspected	Promoted	Tested
Co-ordinated	Instigated	Proved	Tightened
Corrected	Instructed	Provided	Traded
Counselled	Insured	Published	Trained
Created	Interpreted	Purchased	Transformed
Decreased	Interviewed	Recommended	Translated
Defined	Introduced	Reconciled	Tripled
Delivered	Invented	Recruited	Utilised
Demonstrated	Investigated	Rectified	Verified
Deployed	Justified	Re-designed	Vitalised
Designed	Launched	Reduced	Wrote
Determined			