

# CV Words and Phrases Examples - Personal Profile, Capabilities, Etc.

- 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
- 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
- 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
- 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
- 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
- effective and selective in use of communications technologies

Obviously this list is not exhaustive. Hopefully the examples provide some ideas around which you can develop your own descriptions.

Select words and phrases, and develop statements that **emphasise your strengths and capabilities** and that **reflect the requirements of the university, job, interviewer and/or employer**.

Use punctuation and conjunctions (words that join words or word-strings, 'and' being the most obvious example) to form elegant statements that look well-balanced and are easy to read.

Select, adapt and compose your statements with care. Get help and feedback (from positive people) to help you produce statements that really work well for you.