

Power words to use in your CV

Getting a job

- ◆ Your CV should be no more than two sides of A4. Use power words to make the most impact with the space you have and emphasise your skills.

◆ Power word

Meaning

Accurate	right, correct, spot on, exact
Active	alert, lively
Adaptable	able to adjust to new conditions
Analytical	logical, detailed, searching
Articulate	speaking clearly and being understood
Business-minded	efficient, practical
Bilingual	speaking two languages well
Calm	peaceful, not being nervous or angry
Capable	able to do things, practical
Commercially-minded	able to think of ways to make money
Committed	dedicated, loyal
Competent	able to do things, know how to do things
Confident	feel sure of something
Consistent	doing things the same every time, constant
Creative	able to use your imagination
Dedicated	devoted to your work
Dependable	reliable, trustworthy
Dynamic	full of energy or new ideas
Efficient	working well without wasting time or energy
Energetic	lively
Enthusiastic	keen, eager

continued overleaf >>>

Experienced	learned skills over time
Expert	knowing a lot about something or being very skilled
Flexible	open to change
Friendly	warm, pleasant, good with people
Hard-working	keen, busy
Honest	truthful, good, fair
Imaginative	able to think of new ideas
Innovative	able to put new ideas into practice
Keen	eager, willing
Leadership skills	able to lead a team or a project
Logical	reasoned, clear
Methodical	doing things in an orderly way
Motivated	eager to do things, inspired
Organised	being prepared, able to run things
Perceptive	being able to assess a situation, shrewd
Proficient	skilful, expert
Reliable	true, faithful
Resourceful	able to find quick and clever ways to do things
Skilled	able to do something really well
Successful	doing well at something
Teamwork	working well as a group
Tenacious	sticking to something, determined
Thorough	doing things very carefully in depth
Trustworthy	honest, reliable
Versatile	able to do more than one thing, all-round
Willing	ready, eager