**Showcase Your Skills**

**How to Boost Your Resumé with Key Adjectives**

If action verbs are key when it comes to showcasing your skills, carefully selected adjectives that truly convey your abilities can bring your resumé to the next level. Here is a list of powerful adjectives that, if used wisely, can pack the punch you need.

**Note:** Adjectives can also be converted into adverbs that describe *the way* in which you performed your duties.

**Analytical and Critical Thinking**

|  |  |  |
| --- | --- | --- |
| Analytical | Insightful | Rational |
| Astute | Intelligent | Relevant |
| Calculating | Investigative | Scrupulous |
| Coherent | Logical | Sensible |
| Complex | Methodical | Shrewd |
| Comprehensive | Meticulous | Strategic |
| Conscientious | Objective | Strict |
| Detailed | Perceptive | Systematic |
| Discerning | Practical | Thorough |
| Exhaustive | Precise | Thoughtful |

**Communication and Collaboration**

|  |  |  |
| --- | --- | --- |
| Amiable | Concerted | Open |
| Amicable | Consistent | Personable |
| Articulate | Cooperative | Persuasive |
| Calm | Coordinated | Pleasant |
| Charming | Cordial | Positive |
| Cheerful | Courteous | Respectful |
| Clear | Diplomatic | Symbiotic |
| Coherent | Eloquent | Team-minded |
| Cohesive | Harmonious | Transparent |
| Collective | Joint | United |
| Collegial | Mutual | Well-spoken |

**Creativity and Innovation**

|  |  |  |
| --- | --- | --- |
| Advanced | Imaginative | Revolutionary |
| Brand-new | Ingenious | Robust |
| Cutting-edge | Innovative | Sophisticated |
| Elegant | Inventive | State-of-the-art |
| First-class | Novel | Unique |
| Forward-looking | Original | Unprecedented |
| Groundbreaking | Progressive | World class |

**Effectiveness**

|  |  |  |
| --- | --- | --- |
| Accomplished | Fluent | Significant |
| Adept | Ideal | Skilled |
| Advanced | Industrious | Skillful |
| Capable | Influential | Smooth |
| Competent | Instrumental | Strong |
| Constructive | Optimal | Solid |
| Cost-effective | Productive | Superior |
| Economical | Profitable | Useful |
| Expert | Qualified | Valuable |

**Enthusiasm and Hard Work**

|  |  |  |
| --- | --- | --- |
| Alert | Earnest | Resourceful |
| Ambitious | Energetic | Sincere |
| Attentive | Enterprising | Spirited |
| Committed | Enthusiastic | Steadfast |
| Concerted | Focused | Steady |
| Dedicated | Keen | Studious |
| Determined | Genuine | Thorough |
| Devoted | Motivated | Tireless |
| Driven | Passionate | Vigorous |
| Eager | Persistent | Wholehearted |

**Organization**

|  |  |  |
| --- | --- | --- |
| Businesslike | Methodical | Smooth |
| Controlled | Orderly | Step-by-step |
| Coordinated | Organized | Structured |
| Detailed | Precise | Systematic |
| Efficient | Scrupulous | Timely |

**Reliability**

|  |  |  |
| --- | --- | --- |
| Accurate | Exact | Resilient |
| Authentic | Fastidious | Responsible |
| Cautious | Honest | Sincere |
| Credible | Impartial | Steadfast |
| Dependable | Loyal | Sustainable |
| Diligent | Professional | Trustworthy |
| Disciplined | Prudent | Punctual |
| Ethical | Reliable | Well-grounded |

**Versatility**

|  |  |  |
| --- | --- | --- |
| Accomplished | Deep | Resilient |
| Adaptable | Diverse | Resourceful |
| Agile | Exhaustive | Responsive |
| Amenable | Extensive | Skillful |
| Capable | Flexible | Thorough |
| Comprehensive | Full-scale | Vast |
| Countless | Multifaceted | Versatile |

**Five weak adjectives you should
remove from your resumé… *NOW***

Now that you are armed with a strong arsenal of adjectives, it’s time to remove the *weak* ones from your resumé. Why? Because they are taking up valuable space on the page without saying anything relevant about you. You can do better and here is how!

1. **Detail-Oriented**

Seriously. You are a third-year accounting student, and you pay attention to details. I would hope so! Remove this from you resumé right now… as well as all the typos, syntax breaks, superfluous spaces, layout inconsistencies, and inaccuracies in official names (for this who are pursuing a “Bachelor in Business” at the “Telfer School of Commerce”). Instead, show your attention to details through the impeccable piece of writing that your resumé should be.

1. **Hardworking**

You are not in a position to tell anyone that you are hardworking and to expect them to believe you. You are, however, entitled to *show* in a convincing manner *how* your hard work *benefited* a former employer, a volunteer organization or a team of colleagues. Your references and future employers will determine if “hardworking” accurately describes you.

1. **Organized**

All employers expect business students to be organized. Don’t bore them with this generic adjective. If you are to use “organized”, use it as an action verb, such as in “Successfully organized five club meetings on different themes”, for example. And again, your resumé should be thoroughly organized.

1. **Proactive**

Show. Don’t tell. If you say you are proactive, you should be able to back this statement with relevant experiences. Try to think of ways in which you displayed leadership, showed initiative, brought forward solutions, or innovated.

1. **Responsible For**

So, you were responsible for the coordination of charity gala or the management of a project? Ever heard of action verbs, such as “coordinated” and “managed”? You get the point.

“responsible for” is not only vague, it shows a lack of concision. Every word counts. Go straight to the point, and replace this expression with a strong action verb.