

SELF-DESCRIPTIVE WORDS

Being able to effectively describe your skills and abilities is an important aspect of the job search process. Try to use descriptive, action-oriented words such as some of these listed below when developing the *Qualifications*, *Summary of Accomplishments*, or *Skills* section in your resume.

active	determined	independent	realistic
adaptable	diplomatic	logical	reliable
aggressive	disciplined	loyal	resourceful
alert	discrete	mature	respective
ambitious	economical	methodical	self-reliant
analytical	efficient	objective	sense of humor
attentive	energetic	optimistic	sincere
broad-minded	enterprising	perceptive	sophisticated
conscientious	enthusiastic	personable	systematic
consistent	extroverted	pleasant	tactful
constructive	fair	positive	talented
creative	forceful	practical	will travel
dependable	imaginative	productive	will relocate

Source: Office of Career Service and Cooperative Education, County College of Morris