



One University. One World. Yours.

CAREER
DEVELOPMENT
CENTRE

Career Information • Resources • Résumé & Cover Letters

Adjectives

Add these to your
Résumé and Cover Letter

A hard worker

- Conscientious
- Diligent
- Thorough

Can work with details

- Meticulous- does careful work.
- Systematic- works according to a set rule or procedure
- Methodical- does each step carefully
- Detail-oriented
- Analytical- able to look at small aspects and make judgments

Can work with people

- Sociable
- Cooperative
- Supportive
- Helpful
- Accommodating- can change to suit others
- Open- not hiding information
- Extroverted- always likes to work with people
- Collaborative

Can present ideas

- Concise- gets the message across clearly with fewer words
- Succinct communicator- see above
- Organized

Can work with sensitive information

- *Diplomatic* – able to work around issues without upsetting others
- *Tactful*- one who knows what to mention and what not to mention in certain circumstances
- Polite
- Respectful

- Thoughtful
- Considerate
- Judicious- able to show wisdom and good sense and avoid waste or trouble
- Discrete (uses discretion)- able to work around tricky situations
- Trustworthy

Gets things done by themselves

- Efficient- uses less time/materials
- Resourceful- can find things
- Independent
- Self-sufficient- able to find the resources independently; manages to learn without help

Has motivation to succeed

- Motivated
- Driven
- Ambitious
- Dedicated
- Focused
- Optimistic- sees the positive side

Really likes what they do:

- Energetic
- Enthusiastic
- Passionate

Other Traits:

- Creative
- Artistic
- Aggressive- positive in some sales and other related positions
- Inquisitive- asks lots of questions; curious about things around them
- Flexible
- Observant- notices differences in things around them