

# Word Power

...language to describe yourself

If you want to stress your **competence**, here are some words or phrases you might use:

creative	think and act maturely
strength in	comprehensive knowledge
ability to	aggressive, tactful, and results-oriented
cut out for	keep up with current
thoroughly trained	thorough understanding of
mastered	capable of formulating and directing
well-grounded	like to find a better way of doing things
proficient	not wedded to fixed ideas
effective	integrity and drive
capacity for	inspire confidence
adept at	like to make things happen
technical competence in	want to get involved
pre-plan everything	ability to see the overall picture
know-how	ability to make practical decisions
aptitude for	first-hand knowledge
practical approach to	performance-oriented

And words or phrases that are useful in an **all-around sort of way**:

self-disciplined	thrive in an environment that
self-reliant	necessary ingredients for
self-confident	get along well with people
conscientious	enjoy getting involved with
diplomatic	good back-up for
discreet	good listener
tactful	a need to excel
persuasive	excellent work habits
competitive drive	keen sense of urgency
take nothing for granted	understands priorities
aptitude for	courage of convictions
mildly aggressive	professional attitude
practical approach to	performance-oriented

Word or phrases that indicate **management ability**:

headed	people-handling skills	closely supervised	ability to inspire others
took charge	successful with people	strong leader	leadership ability
administered	decision maker	coordinator	developed subordinates
authority over	command respect	in charge of	willing to take the initiative

Words to create a **positive impact**:

accelerated	approved	conferred	pinpointed	proposed
generated	influenced	led	solved	structured
reduced	responsibilities	scheduled	directed	expanded
actively	completed	created	planned	provided
guided	implemented	maintained set up	strategy	successfully
reinforced	revamped	delegated	effected	expedited
adapted	conceived	participated	proficient at	recommended
improved	interpreted	significantly	streamlined	tied together
reorganized	reviewed	demonstrated	eliminated	triggered
administered	conducted	performed	programmed	
increased	launched	simplified	strengthened	
responsible	revised	developed	established	

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**Action Verbs** to describe what you have done:

acted	achieved	founded	gauged	granted
classified	communicated	located	manipulated	mastered
devised	discovered	presented	printed	protected
finalized	forecast licensed	secured	set up	solved
keep informed	practiced saved	adjusted	advocated	allotted
persuaded	acquired	conceived	conferred	constructed
retraced	compared	dispatched	drafted	eliminated
accommodated	discussed formed	framed	gave	guarded
coded	limited	made	manufactured	matched
diagnosed	precipitated	preserved	produced	provided
fine-tuned	scheduled	selected	settled	spoke
labelled	activated	administered	affected	altered
planned	compiled	concentrated	confirmed	consulted
retrieved	dispensed	distilled	earned	elicited
accomplished	forwarded	furnished	generated	guided
collaborated	listened	mailed	mapped	maximized
differentiated	predicted	presided	programmed	publicized
fit	screened	sensed	simplified	staged
lead	adapted	adopted	aided	analyzed
played	completed	condensed	confronted	contacted
reviewed	displayed	distinguished	edited	employed
accounted	formulated	grasped	graded	handled
collated	lobbied	maintained	marked	measured
directed	prepared	prevented	projected	published
focused	scripted	served	sold	started
learned	added	advanced	alleviate	annotated
positioned	composed	conducted	considered	contrasted
revised	disseminated	divided	educated	encoded
accumulated	found	gathered	graduated	helped
commenced	localized	managed	marketed	mechanized
discharged	prescribed	priced	promoted	purchased
followed	searched	set	solicited	stimulated
lectured	addressed	advised	allocated	announced
postulated	compressed	connected	consolidated	contributed
sampled	discerned	documented	elected	

**Action Verbs** to describe what you have done: *continued*

encompassed	implemented	nurtured	transmitted	described
hired	monitored	referred	budgeted	facilitated
mediated	recognized	timed	defined	introduced
quantified	supported	audited	experimented	provisioned
strengthened	ascertained	dealt with	instructed	renewed
answered	correlated	evaluated	oversaw	utilized
controlled	entertained	influenced	repaired	caused
encouraged	imported	observed	transported	designated
hypothesized	motivated	refined	built	fashioned
meshed	recommended	traced	delegated	invented
questioned	surveyed	augmented	explained	packaged
studied	assembled	debugged	insured	reported
applied	costed	examined	oriented ranked	validated
conceived	enumerated	informed	transposed	cemented
enforced	improved	obtained	calculated	detailed
identified	navigated	reflected	delineated	figured
met	recorded	trained	explored	investigated
quoted	synthesized	authorized	integrated	paid
submitted	assessed	decided	patterned	represented
appointed	counselled	exchanged	reacted	valued
converted	enunciated	initiated	treated	changed
engaged	improvised	officiated	calibrated	detected
illustrated	negotiated	regulated	delivered	filed
minimized	recreated	transcribed	exposed	isolated
ran	tailored	automated	interfaced	participated
suggested	assigned	decreased	pointed out	researched
appraised	covered	executed	recalled	verified
co-operated	equalized	inquired	tutored	charted
engineered	incorporated	orchestrated	canvassed	determined
imagined	noticed	related	demonstrated	filled
mobilized	recruited	transferred	extracted	judged
rated	taught	balanced	interpolated	performed
summarized	assisted	dedicated	proceeded	responded
approved	created	exhibited	recollected	visited
coordinated	equipped	inserted	updated	clarified
enjoyed	increased	ordered	cared for	developed
imparted	notified	released	depicted	financed
modeled	rectified	transformed	extrapolated	justified
read	tested	began	interpreted	persisted
supervised	assured	deduced	processed	restored
arranged	cultivated	expanded	reconciled	worked
corresponded	established	inspected	upgraded	retained
enlisted	indexed	originated	carried out	wrote
impressed	nursed	removed	derived	
modified	reduced	translated	fabricated	
received	theorized	billed	interviewed	
supplied	attended	defended	proved	
articulated	customized	expedited	relayed	
corrected	estimated	instituted	used	
ensured	indicated	organized	categorized	
		reorganized		

## Qualifiers: How Did You Do It?

accurately	calmly	comprehensively	distinctively
energetically	fully	intuitively	meticulously
passively	quickly	skillfully	vehemently
actively	carefully	confidently	dynamically
engagingly	generously	joyfully	naturally
patiently	quietly	smoothly	verbally
amiably	clearly	convincingly	easily
enthusiastically	genuinely	judiciously	neatly
persistently	readily	subtly	vibrantly
appropriately	cogently	courageously	effectively
ethically	happily	keenly	objectively
persuasively	realistically	superbly	vigorously
attentively	coherently	creatively	effortlessly
expansively	humorously	kindly	observantly
playfully	reluctantly	sympathetically	warmly
artfully	comfortably	decisively	eloquently
expressively	imaginatively	loudly	openly
pointedly	sensibly	systematically	willingly
artistically	compassionately	definitively	eminently
fairly	independently	lovingly	optimistically
politically	sensitively	tenderly	wryly
authoritatively	compellingly	dependably	emphatically
flawlessly	insightfully	magnanimously	passionately
powerfully	simply	thoroughly	zestfully
beautifully	competently	diplomatically	
forcefully	instinctively	methodically	
precisely	simultaneously	thoughtfully	

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## Were You...

experienced  
poised  
informed  
interesting  
stimulating  
impressive  
valued

a catalyst  
considerate  
determined  
motivated  
diversified  
multi-lingual

## In What Context...

- when given a deadline to meet  
- in stimulating high energy office  
- in small groups  
- with culturally diverse teenagers  
- before a sophisticated audience  
- with small children  
- for scientifically inclined readers