

# POWER PHRASES TO BUILD YOUR RESUME

## ACCURACY

- Recognize the importance of accuracy
- Perform with a high degree of accuracy
- Perform with consistent accuracy
- Achieve results with accuracy and precision
- Maintain high statistical accuracy
- Expect perfection
- Strive for perfection
- Excel in achieving perfection
- Avoid mistakes and errors
- Conform to strict tolerances
- Meet precise standards
- Meet rigid specifications
- Keep accurate records
- Maintain accurate documentation
- Provide explicit documentation
- Meticulous with detail
- Excel in detail checking
- Forecast with extreme accuracy
- Make accurate predictions about future trends, directions and developments.

## ACHIEVEMENT

- Achieve optimal levels of personal performance and accomplishment
- Provide strong evidence of specific accomplishments
- Produce a tangible, positive impact
- Achieve consistently high results
- Excel in achieving outstanding project results
- Achieve bottom-line results
- Achieve lasting results
- Exceed the norm
- Accomplish more with fewer people
- Demonstrate the ability to achieve desired results
- Focus on results
- Attain results without negative side effects
- Attain results through positive actions

## ADMINISTRATION

- Demonstrate a high level of administrative competence.
- Constantly examine administrative effectiveness and seeks better procedures
- Encourage administrative efficiency and effectiveness
- Achieve high administrative output

- Avoid burdening management with administrative detail
- Effectively use exception reporting to keep management informed.
- Clearly establish administrative rules and regulations
- Enumerate and specify procedures for implementing and administering written policies
- Develop policies and procedure to improve department.
- Improve administrative support systems
- Supply necessary support services
- Develop successful administrative strategies
- Excel in simplifying systems and reducing paperwork
- Excel in eliminating unnecessary paperwork
- Effectively control paperwork.
- Manage paperwork efficiently and effectively
- Improve administrative efficiency through the effective use of forms
- Establish effective systems for record retention
- Keep simple records with little duplication
- Effectively handle information overload
- Establish effective systems for information retrieval
- Understand and apply basic statistical methods
- Make effective use of statistical applications
- Use sound statistical control techniques
- Properly control the release of proprietary information
- Respect confidential information
- Maintain complete confidentiality
- Keep informed of new technologies in office automation
- Utilize improved technology for administrative support
- Make effective use of office equipment

## ANALYTICAL SKILLS:

- Demonstrate a strong power of analytical reasoning
- Display strong analytical qualities
- Demonstrate a strong ability to analyze problems
- Very methodical in solving problems
- Utilize a variety of analytical techniques to solve problems
- Excels in analyzing and adjusting work procedures for maximum efficiency
- Thoroughly analyze conditions and reaches independent decisions
- Effective in analyzing relevant information
- Excel in analytical thinking

## **APPEARANCE**

- Recognize the importance of appearance
- Present an attractive appearance
- Take pride in personal appearance
- Display the type of grooming which is neat, attractive and appropriate
- Give proper attention to personal hygiene and dress
- Dress to convey an appropriate image
- Dress consistent with organizational expectation
- Conform to proper standards of dress
- Wear appropriate clothing and accessories
- Dress appropriately for the position
- Display good posture
- Projects poise and authority
- Make positive first impression
- Make excellent impression
- Project a positive image

## **COMMUNICATIVE SKILLS**

- Excel in effective and positive communications
- Communicate openly, forcefully and effectively
- Communicate clearly and concisely
- Communicate with credibility and confidence
- Communicate high expectations
- Improve the effectiveness of communications and interactions with others
- Provide an intellectual atmosphere conducive to the stimulation and interchange of ideas
- Excel in communicating with individuals and small groups
- Conduct meetings that achieve results
- Make a strong impact at meetings
- Demonstrate strong committee procedures and techniques
- Excel in intercommunications and interactions
- Demonstrate sound negotiating skills
- Effectively communicate goals and interplay of ideas and concepts
- Effectively communicate management decisions to achieve understanding and acceptance.
- Effectively communicate upward, downward and laterally
- Communicate effectively both horizontally and vertically
- Develops and maintains two-way communications
- Keep other departments informed of developments affecting their function
- Communicate confidently with superiors, peers and subordinates
- Effectively communicate with co-workers
- Optimally utilize all channels of communications
- Demonstrate good judgement in selecting the proper mode of communication
- Know when to cover topics by letter or phone.

- Make appropriate use of formal vs. informal communication
- Encourage open communication to achieve mutual understandings
- Demonstrate an ability to perform and communicate
- Competent communicator
- Ask penetrating questions
- Prevent unproductive responses
- Avoid communication breakdowns
- Make the best impression in all situations
- Demonstrate proper telephone techniques and etiquette
- Make effective use of the telephone and fax machine
- Effectively explains and interprets organizational policies and procedures
- Effectively translates complex information into common terms
- Effective organization of ideas for logical presentation and acceptance.
- Respond quickly to all oral and written communications
- Excel in verbal and no-verbal communications
- Use proper oral and written language
- Possess a strong vocabulary
- Display productive assertiveness
- Assertive without being overly aggressive
- Convey an impression which reflects favorably upon the public relations of the organization
- Excel in dealing with the public
- Use communicative skills to bolster the organization's image
- Promote organizational policies, the quality of its products and its reputation
- Demonstrate and convey a favorable image of the organization

## **COMPETENCY**

- Demonstrate competent performance
- Project a special competence
- Demonstrate a high level of expertise
- Demonstrate strong personal effectiveness
- Demonstrate strong interpersonal competence
- Believe in self
- Very confident of abilities
- Uses abilities to the fullest
- Maximize personal strengths
- Excel in the effective application of skill
- Display a high level of technical competence
- Effectively blend management skills with technical expertise
- Combine technical competence with dependability and loyalty
- Demonstrate highly sophisticated skill and strategies
- Possess specialized skill
- Highly skilled in all phases of job
- Excel in operational skills

- Display excellent attention to technical skills
- Especially effective in the development and use of supportive skill
- Uniquely qualified
- Effectively capitalizes on strengths
- Accentuate strengths
- Keep informed of the latest trends and developments
- Constantly sharpens and updates skills
- Devote appropriate time and effort to the development of professional competence
- Attend seminars and workshops to improve job performance

## **COMPUTER SKILLS**

- Maximizes the benefits of computer technology
- Incorporate the newest computer technologies
- Identify computer support requirements
- Ensure that computers are used to generate meaningful information and increase efficiency
- Encourage employee acceptance and use of computers
- Ensure the proper training of computer operators
- Utilize the power of computers
- Make effective use of computer equipment and facilities
- Possess a strong knowledge of computer fundamentals
- Understand computer applications
- Computer literate
- Keep alert to new computer hardware
- Keep abreast of new software applications

## **COST MANAGEMENT**

- Effectively control costs through economical utilization of personnel, materials and equipment
- Effectively commit resources of staff, funds and time
- Make maximum use of allocated funds
- Make realistic budget projections
- Give close attention to monitoring budget variances and plans appropriate adjustment
- Strive for maximum return on investment
- Excel in profit-oriented decisions
- Demonstrate a strong ability to strengthen cost-profit ratios
- Demonstrate sound cost effectiveness
- Develop strong cost control measures to ensure desired results
- Maintain effective cost control
- Exercise appropriate cost control
- Effectively identify areas needing cost reductions
- Display sound judgement in managing and controlling expenses
- Adhere to sound auditing principals
- Plan travel, entertainment and related expenses to achieve essential organizational goals

- Adhere closely to organizational policies and procedures when requesting expense reimbursement
- Ensure that all expenditures are in the best interest of the organization
- Demonstrate success in reducing costs while maintaining high quality
- Excel in controlling costs and eliminating waste

## **CREATIVITY**

- Display creative imagination
- Display active imagination
- Demonstrate imaginative insight
- Provide valuable insights
- Demonstrate creative strength
- Successfully develop creative strategies
- Continuously experimenting
- Seek creative alternatives
- Challenge conventional practices
- Consider innovative possibilities
- Explore new paths, procedures and approaches
- Excels in creative thinking and problem solving
- Create satisfying solution in conformance with organizational policies
- Develop creative solutions to problems
- Demonstrate a high degree of originality and creativity
- Originate and develop constructive ideas
- Initiate good conceptual ideas with practical applications
- Excel in developing spontaneous ideas
- Originate unsought ideas
- Seek new ideas and approaches
- Stimulate ideas
- Promote the flow of good ideas
- Welcome ideas from subordinates
- Receptive to new ideas
- Generate fresh ideas
- Initiate fresh ideas
- Discover new approaches
- Display a sense of inquiry
- Maintain a high level of curiosity
- Display a strong power of observation
- Encourage an environment for creative excellence
- Promote an environment conducive to creativity
- Tap the creative potential of a group
- Encourage innovation
- Promote a creative climate
- Create interest
- Create opportunities

## **DECISION MAKING**

- Makes decisions with confidence
- Display firmness in making decision
- Can be relied on to make sound decisions
- Make inventive and resourceful decisions

- Willing to make difficult and unpopular decisions
- Assemble all available facts before making decisions
- Seek staff input for decision making
- Make sound decisions in the absence of detailed instructions
- Uses the most penetrating and objective evaluations to arrive at decisions
- Weigh alternative decisions before taking action
- Carefully evaluate alternative risks
- Practice sound risk taking
- Willing to take calculate risks
- Eager to take risks
- Exercise a wide range of decision making control
- Foresee the consequences of decisions
- Excel in foreseeing the effects of decisions
- Communicate decisions with confidence
- Demonstrate and ability to effectively influence key decision makers
- Make sound decisions under pressure
- Avoid haste decisions
- Concentrate on developing solutions
- Excel in seeking solutions
- Develop fresh solutions
- Excel in suggesting optional solutions
- Develop resourceful solution
- Support convictions with sufficient force
- Strive to improve decisiveness
- Encourage decision making at lowest possible level

## **DELEGATING**

- Delegate to improve organizational effectiveness
- Delegate to maximize organizational strengths
- Recognize the need to concentrate on people rather than tasks
- Recognize the importance of working through subordinates
- Encourage delegation
- Demonstrate effective delegation techniques
- Effectively delegate responsibility
- Give subordinates the authority needed to effectively carry out delegated responsibilities
- Encourage subordinates to solve their own problems
- Delegate with clearly defined responsibility and authority
- Provide subordinates with the resources needed to accomplish results
- Delegate while maintaining control
- Know when and what to delegate
- Delegate routine tasks to subordinates
- Make effective use of secretarial support
- Delegate to the proper person
- Effectively delegate unpleasant tasks
- Prevent reverse delegation
- May be delegated the broadest discretion
- Delegate to evaluate employee potential

- Effectively assesses delegation capability
- Delegate to improve job satisfaction of subordinates
- Delegate to motivate
- Delegate to build subordinates

## **DEPENDABILITY**

- Is consistent, dependable and accurate in carrying out responsibilities to a successful conclusion
- Can be relied upon to meet schedules and deadlines
- Fully accepts all responsibilities and meets deadlines
- Meets logically developed priorities
- Achieves result when confronted with major responsibilities and limited resources
- Utilizes all available resources to achieve results
- Can be counted on to achieve results in emergency situations
- Is exceptionally reliable and trustworthy when given an assignment
- Uses proven methods and techniques to achieve results
- Displays a strong personal commitment to successfully completing all projects
- Displays rigid self-discipline
- Attains results regardless of task levels
- Meets responsibilities promptly
- Fulfills all commitments
- Meets expectations
- Is very dependable and conscientious
- Is a strong and reliable member of the department
- Is extremely reliable and supportive
- Can be relied upon to do the job and any other assigned tasks
- Is always fully prepared
- Can be relied on to successfully complete all assignments
- Consistently punctual
- Regular in attendance
- Effectively follow up assignments

## **DEVELOPMENT**

- Excel in selecting and developing individual with high potential talent
- Identify staff development needs
- Recognize development levels and ability levels of staff...and others
- Initiate and establishes personal growth and career path
- Excel in developing career development
- Plan for future career development and accomplishment
- Seek personal growth and development
- Understand personal strengths and weaknesses
- Successful at demonstrating the ability to develop from a specialist to a generalist

- Regularly assess the development and effectiveness of subordinates
- Inspire subordinates to achieve their fullest potential
- Excel in developing mutual expectations
- Encourage broad development of employees
- Show genuine interest in employee progress
- Effectively tracks employee progress
- Deal effectively with different career stages of employees
- Excel in tapping hidden talents
- Exploit under-utilized capabilities
- Display and ability to turn weaknesses into strengths
- Turn potential into action
- Develop subordinates into higher achievers
- Cultivate strengths of subordinates
- Effectively develops employees
- Develop managerial candidates
- Encourage managers to develop subordinates
- Excel in developing synergy
- Give proper attention to personnel succession planning
- Develop qualified successors
- Encourage employees to acquire proper skills, attitudes and knowledge
- Encourage special preparation and training of personnel
- Use a wide variety of training methods
- Make effective use of role playing
- Improve the skills and develops talents of subordinates
- Successfully build subordinates
- Coach toward achievement
- Encourage employees to improve abilities for greater responsibility
- Excel in developing marginal employees
- Effectively recommend methods to assist subordinates in overcoming weaknesses
- Concentrate development on weak areas
- Encourage constructive actions by employees
- Assist subordinates in reaching new levels of skills, knowledge and attitudes
- Make winners out of subordinates
- Assist subordinates in applying new skills, techniques and understandings
- Facilitates learning
- Develop creative potential
- Profit form experience
- Build on strengths
- Reinforce positive behavior
- Reinforce employee strengths
- Build on the positive
- Clearly establish performance objectives and evaluation criteria
- Establish credible standards
- Establish credible measurement methods
- Effectively and continually evaluate activities, programs and functions
- Continuously evaluate techniques and practices
- Effectively appraise departmental resources and skills
- Accurately monitor performance against objectives
- Effectively make quantitative determinations of ability
- Recognize high potential employees
- Identify individuals who have a capacity to perform
- Effectively identify goal achievers
- Produce highly accurate assessments
- Effectively assess employees resources
- Regularly assess growth
- Effectively track performance
- Accurately assess potential
- Accurately evaluate employee effectiveness
- Effectively assess the quality of work performed by subordinates
- Rate on the basis of performance and not personality
- Effectively re-evaluate others without creating resentment or negative responses
- Show significant frequency differences in appraising employees
- Give recognition to deserving individuals
- Effectively grant rewards on the basis of objective accomplishment
- Assign salary increases base on true performance
- Recognize special talents and capabilities of employees
- Understand accomplishments, strengths and weakness of employees
- Identify and discusses weakness of staff members
- Identify individual needing periodic retraining
- Direct performance appraisals toward the self-improvement of employee
- Effectively utilize performance reviews as a motivational tool
- Plan for appraisal interview
- Give proper attention to performance appraisal interviews
- Encourage and facilitates self-evaluation
- Effectively critique own work
- Benefit from constructive criticism
- Excel in establishing feedback systems for evaluating results
- Accurately measure and assess employee feedback

## **EVALUATION SKILLS**

- Establish clear and meaningful criteria or standards for effective performance

## **GOALS AND OBJECTIVES**

- Control the quality of the most crucial of all the variables contributing to the realization of departmental goals and objectives
- Excel in planning, forecasting, setting objectives and determining courses of action

- Effectively develop individual departmental and organizational goals to obtain objectives
- Effectively blend personal goals with organizational objectives
- Set goals that are compatible with those of the organization
- Excel in formulation goals and plans of action
- Clearly establishes goals to achieve a significant productive impact
- Establishes performance targets for both short range and long range
- Set, obtain and manage managerial objectives
- Set innovative objectives
- Formulate realistic objectives
- Establish specific objectives
- Effectively determine workable objectives
- Excel in the perception of objectives
- Excel in prioritizing objectives
- Encompass every objective valued by the organization
- Effectively communicate objectives
- Effectively develop objectives
- Effectively develop cognitive objectives
- Display a clear vision of goals
- Establish feasible and attainable goals
- Set realistic goals
- Set reachable targets
- Set compelling personal goals
- Set worthy goals
- Effectively develop goals
- Goal seeker
- Clearly establish goals and purposes
- Effectively establish truly relevant objectives and performance standards
- Establish specific and measurable goals
- Set clear and measurable objectives
- Effectively set group performance objectives
- Establish methods of attainment of goals
- Effectively organize, assemble and arrange resources to meet goals
- Aware of longer-term goals and larger frameworks of concepts
- Effectually evaluates goals
- Display sincerity of ambitions and objectives
- Use goals to maintain momentum
- Achieve and surpass goals

## **IMPROVEMENT**

- Constantly strive to strengthen and refine professional effectiveness
- Consistently strive to improve performance
- Improve effectiveness by eliminating the confusing
- Excel in self-supervision and self-improvement
- Often make valuable suggestions for improvement
- Excel in developing improved techniques
- Develop totally new strategies devises improved means of accomplishing results

- Develop totally new strategies
- Devise improved means of accomplishing results
- Make affirmative contribution to improvements
- Produces changes for the overall improvement of the department
- Display a willingness to discuss weaknesses and make improvements
- Use constructive criticism to improve performance
- Establishes goals for improvement of performance targets
- Develop future goals for self-improvement
- Articulate goals for future improvement
- Set ambitious growth goals
- Tactfully discuss areas in need of improvement
- Clearly identify improvement to be achieved
- Work cooperatively toward the identification of areas needing improvements
- Clearly identify improvements to be achieved
- Work cooperatively toward the identification of areas needing improvements
- Excel in isolating characteristics in need of improvement
- Clearly pinpoint area of needed improvements
- Identify performance improvement problems
- Monitor improvement progress
- Display an eagerness to improve
- Demonstrate a strong effort to improve
- Welcome opportunities for improvement
- Seek opportunities for self improvement
- Respond favorably to suggested actions for improvement
- Display improved potential for advancement
- Show steady progress
- Continue to grow and improve

## **INITIATIVE**

- Demonstrate a high level of initiative
- Self starter
- Judicious in carrying out assignments without direction
- Excel in self-directing and self-pacing
- Demonstrate an ability to think along constructive original lines
- Solution seeker
- Effectively initiate solutions
- Make practical suggestions
- Display self-reliant enterprise
- Alert to new opportunities, techniques and approaches
- Seize all opportunities
- Explore new opportunities
- Capture all opportunities
- Innovate and create new and unique methods and procedures
- Effectively apply new concepts and techniques

- Continuously find new and better ways of performing job
- Extremely active and eager to try new approaches
- Display ingenuity in anticipating and meeting unexpected situations
- Provide opportunities for initiative
- Gather and provide data in advance of need
- Plan and organize with little or no assistance
- Take action without undue haste or delay
- Do things without being told
- Have the quality of knowing what has to be done
- Take charge in the absence of detailed instructions
- Require minimum supervision

## **JUDGMENT**

- Excel in making appropriate judgements
- Can be entrusted to use good judgement
- Excel in developing new perspectives
- Follow a variety of approaches in activities and techniques
- Effectively diagnose situations or conditions
- Systematically evaluate options in terms of consequences
- Consider alternative courses of action
- Displays excellent intuitive judgement
- Exercise judgement on behalf of others
- Know basic management principles and methods
- Possess the knowledge to handle work of the most complex nature
- Clearly understand purposes, objectives, practices and procedures of department
- Display strong knowledge of responsibilities
- Thoroughly understand all aspects of job
- Understand needs and requirements of job
- Secure in job knowledge
- Very knowledgeable over a wide range of job responsibilities
- Have excellent "real world" experience
- Possess practical hands-on experience
- Demonstrate a strong, functional knowledge
- Display a broad application of knowledge
- Demonstrate strong technical and operational knowledge
- Exceptionally well informed
- Share knowledge for the benefit of employees
- Keep alert to current practices
- Demonstrate a comprehensive knowledge of the field
- Keep well informed on business, political and social issues

## **LEADERSHIP**

- Project self-confidence, authority and enthusiasm
- Demonstrate natural leadership ability
- Display leadership stature
- Demonstrates strong, dynamic leadership

- Show dynamic leadership qualities
- Display the strengths of the exceptional leader
- Demonstrate imaginative leadership
- Display leadership traits appropriate to the situation
- Excel in training, leading and motivating people
- Effectively use power and influence
- Demonstrate decisive leadership ability
- Face problems with confidence and assurance
- Inspire confidence and respect
- Catalyst of success
- Radiate confidence
- Elicit confidence
- Effectively maintain leadership in a group environment
- Take charge
- Inspire the cooperation and confidence of others
- Emulated by peers and subordinates
- Display an ability to stimulate others
- Command the respect of others
- Earn the respect and loyalty of subordinates
- Command the attention of others
- Show appreciation for contributions and achievements
- Inspire new employees to become leaders
- Promote harmony and teamwork
- Promote group harmony
- Encourage team-building efforts
- Build a team spirit

## **LEARNING ABILITY**

- Show eagerness and capacity to learn
- Display an exceptional ability to learn new methods
- Display an ability to learn rapidly and adapt quickly to changing situations
- Respond promptly to changes and opportunities
- Respond quickly to new instructions, situations, methods and procedures
- Quickly grasp new routines and explanations
- Receptive to new ideas
- Keep alert to new learning opportunities
- Make effective use of hands-on learning
- Benefit from all learning situations
- Encourage a positive learning environment
- Promote a learning climate
- Stimulate curiosity to improve learning

## **LOYALTY AND DEDICATION**

- Loyal to organization, associates and subordinates
- Display absolute loyalty to superiors and to the organization
- Build loyalty in subordinates
- Increase superior's strengths
- Show positive attitudes toward employer and employees
- Place organizational interest ahead of personal convenience

- Display a renewed sense of purpose
- Committed to organizational goals
- Display a genuine interest in the organization
- Extremely dedicated
- Take pride in job
- Display a high degree of honesty, loyalty and integrity

## **MANAGEMENT ABILITY**

- Know when to seek help outside the organization
- Identify relevant and appraisable components of effective management
- Accurately assess management effectiveness
- Keep management informed on questions of policy
- Excel in obtaining management support
- Consistently prepare appropriate recommendations
- Keep management informed on questions of policy
- Excel in obtaining management support
- Consistently prepare appropriate recommendations
- Provide management with valid and reliable information for human resources planning
- Provide management with accurate information concerning the strengths and weaknesses of employees
- Effectively resolve conflicts between individual needs and requirements of the organization
- Respect both employee rights and management prerogatives
- Demonstrate an ability to overcome internal barriers
- Effectively solve problems that cross organizational boundaries
- Excel in resolving interdepartmental conflicts
- Obtain the full support of other departments
- Pull the organization together
- Recognize the important roles of responsibility, authority and accountability
- Hold subordinates accountable for results
- Relate consequences to accountability
- Demonstrate superior executive ability under a variety of circumstances
- Convey executive stature
- Display executive strength
- Show those qualities that make a manager forceful and effective
- Display attributes of an effective manager
- Show strong self management
- Effectively manage self
- Display effective managerial behavior
- Display an effective, productive management style
- Recognize the difference between managing and doing
- Avoid managing by crisis
- Excel in human resource management
- Challenging and inspiring manager
- Excel in solving people problems
- Excel in defining, measuring and increasing productivity

- Achieve high productive output while maintaining high morale
- Keep employees aware of their importance to the organization
- Promote cooperative behavior and team efforts
- Build strong sense of teamwork and purpose
- Excel in tasks-oriented team development
- Obtain maximum team performance
- Achieve teamwork effectiveness
- Strive for maximum team performance
- Encourage efforts toward common goals
- Excel in developing synergistic strategies
- Maximize the use of company resources
- Account for effective and efficient use of personnel
- Provide subordinates with the resources needed to attain results
- Attain results through the proper direction of subordinates
- Give clear direction
- Develops a cohesive department effort
- Aware of potential contributions of department
- Maintain firm departmental control
- Adhere to all policies, procedures and rules of decorum
- Effectively enforce policies, rules and regulations
- Maintain high ethical standards
- Displays sound ethics
- Follow proper codes of conduct
- Effectively recognize the need to change
- Effectively manage change
- Implement change with minimal resistance
- Effectively deal with resistance to change
- Implement change with a positive impact
- Keep fully alert to the weaknesses, strengths, threats and opportunities facing the organization
- Excel in positioning for the future

## **MATURITY**

- Display a high degree of emotional maturity
- Excel in separating emotion from rationality
- Display emotional stability
- Display strong emotional control
- Cope constructively with emotions
- Keep anger under control
- Display mature reactions
- Maintain a mature attitude
- Maintain strong self-control
- Display superior emotional adjustments and stability
- Keep situations in proper perspective
- Display maturity in handling disappointments
- Respond positively on inconsequential issues

## **MENTAL CAPACITY AND APPLICATION**

- Grasp the most difficult concepts
- Display a depth of understanding



- Understand both theoretical and practical concepts
- Distinguish between perception and reality
- Exceptionally keen and alert
- Reasonable, smart and alert
- Alert, quick and responsive
- Alert and broad-minded
- Capable of sustaining a high level of concentration
- Give undivided attention
- Demonstrate logical thinking in one area
- Think before taking action
- Think fast on feet
- Use common sense
- Use common sense to reach workable conclusions
- Use sound fact-finding approaches
- Display fresh insights
- Use intelligent reasoning
- Display considerable flexibility
- Display fresh thinking
- Display imaginative thinking
- Display divergent thinking
- Excel in heuristic thinking
- Excel in independent thinking
- Think strategically
- Displays consistent, logical and orderly thinking
- Display excellent comprehension and retention
- Display strong powers of mental retention
- Possess strong memory skills
- Display strong memory power
- Display a strong power of recall
- Display a very high cognitive ability
- Excel in systematic observation
- Gain new perspective
- Demonstrate intellectual inquisitiveness
- Widen intellectual horizons
- Make effective use of mental imaging
- Demonstrate positive mental outlook
- Think futuristically

## **MOTIVATION**

- Strongly motivated to achieve optimal results
- Strongly motivated to achieve higher expectations
- Highly motivated to achieve individual attainment
- Strive for the achievement of excellence
- Strive for maximum drive in fulfilling job responsibilities
- Am a significant driving force
- Keep drive alive
- Display a strong sense of purpose
- Display a strong personal commitment
- Display strong achievement drive
- Display a strong competitive drive
- Display intense desire
- Display a spirit of determination
- Optimize individual traits
- Displays highly motivated inner drive
- Go beyond what is expected

- Give maximum effort
- Display energy and vitality in performing daily responsibilities
- Display intense involvement
- Seek total involvement
- Volunteer for extra work and demanding assignments
- Totally absorbed in job
- Turn past failures into future successes
- Success-oriented
- Capitalize on opportunities
- View problems as opportunities
- Recoil promptly from problems
- Maximize the opportunities within every situation
- Operate effectively under adverse conditions
- Look beyond obstacles
- Surmount obstacles
- Effectively overcome personal and organizational blocks to achieve results
- Effectively use behavior modification to create motivation and achieve results
- Display an enthusiastic spirit
- Display extraordinary enthusiasm
- Spark enthusiasm
- Build employee enthusiasm
- Develop a motivating environment
- Motivate and challenges
- Use subtle techniques to motivate
- Accentuate the positive
- Generates positive attitudes
- Provide positive reinforcements to achieve results
- Use positive reinforcements to motivate
- Display high energy and drive
- Highly energetic and enterprising
- Display positive energy
- Prime mover
- Compulsive achiever
- Ambitious and hard-driving
- Task-oriented
- Results-oriented
- Self-motivator
- Maintain own momentum
- Maintain self-motivation
- Complete and cooperates
- Make effective use of positive imagery to achieve success

## **ORAL EXPRESSION**

- Polished and confident speaker
- Face any size audience with confidence
- Excel in speaking on special occasions
- Excel in impromptu speaking situations
- Excel in delivering impromptu remarks
- Excel in extemporaneous speaking
- Speak effectively on feet
- Communicate with ease and a natural style
- Make presentation with poise and self-confidence

- Demonstrate strong personal presentation skills
- Make lively and effective presentations
- Demonstrate excellent oral presentation skills
- Continuously strive to improve presentation skills
- Use visual aids effectively
- Communicate effectively with well designed materials
- Make effective use of charts, graphs, figures and illustrations
- Make effective demonstrations
- Negotiate with skill
- Display strength in negotiating
- Disagree without arguing
- Know how and when to say "no"
- Make effective use of questions
- Present ideas with power and persuasion
- Achieve creditability and persuasiveness
- Have excellent persuasive ability
- Use voice and body to effectively convince and persuade
- Skillful interviewer
- Make effective use of an extensive vocabulary
- Possess superior verbal understanding
- Use understandable language that is relevant and meaningful
- Excel in speech proficiency
- Eminently clear in verbal expressions
- Highly articulate
- Display clarity in expressing views
- State positions clearly
- Displays and ability to present views logically
- Speak at a pleasant tempo
- Enunciate clearly in a well-modulated voice
- Speak in a positive voice
- Make effective use of questions
- Present ideas with power and persuasion
- Achieve creditability and persuasiveness
- Have excellent persuasive ability
- Use voice and body to effectively convince and persuade
- Skillful interviewer
- Possess superior verbal understanding
- Use concise and clear language
- Use understandable language that is relevant and meaningful
- Excel in speech proficiency
- Eminently clear in verbal expressions
- Highly articulate
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- State positions clearly
- Display and ability to present views logically
- Speak at a pleasant tempo
- Enunciate clearly in a well-modulated voice
- Speak in a positive tone

## **ORGANIZING**

- Effectively develop organizational capabilities and integration of objectives
- Develop programs to improve the effectiveness of the department and overall operation of the organization
- Build organizational effectiveness
- Excel in developing jobs, organizational structure and systems
- Keep organizational levels to a minimum
- Avoid over staffing
- Maximize organizational productivity
- Encourage cooperative block-ups
- Make the most of organizational energy and potential
- Make a substantial contribution to the growth of the organization
- Exert a positive influence on the organizational climate
- Deal effectively with organizational climate
- Displays a broad grasp of the organization
- Identify organizational needs
- Encourage accountability throughout the organization
- Display an organized approach to the job
- Organize work well
- Organize effectively to achieve greater results
- Demonstrate a systematic approach in carrying out assignments
- Very orderly and systematic
- Methodical in planning and performing

## **PERFORMANCE QUALITIES-GENERAL**

- Demonstrate consistently distinguished performance
- Generate greater success in highly complex situations
- Consistently exceed performance expectations
- Performance regularly exceeds job requirements
- Provide a competitive edge
- Not content with mediocrity
- Excel in cutting through confusion
- Turn risk situations into opportunities
- Not content with mediocrity
- Excel in cutting through confusion
- Turn risk situations into opportunities
- Turn competitive impulses into the most constructive channels
- Display industriousness, conscientiousness and diligence in performing tasks
- Possess all traits associated with excellence
- Excel in tedious research
- Recognize and accept personal assets and liabilities
- Display accurate self-perception of abilities
- Generate enthusiasm
- Extremely resourceful
- Recognize opportunities
- Demonstrate exceptional work habits
- Display strong work values

- Work diligently
- Extremely industrious
- Display a high energy potential
- Display hard strong perseverance
- Display persistent attention to the job
- Is precise and efficient
- Display concentrated effort
- Display refinement, character and objectivity
- Display trust and confidence
- Demonstrate credibility
- Faces conflicts with confidence
- Complete with confidence
- Extremely self-confident
- Radiate self-confidence
- Demonstrate positive self-concepts
- Excel in self-discipline
- Capitalize on basic strengths
- Effectively apply skills
- Maintain a high degree of involvement
- Develop success oriented approaches
- Display positive approaches
- Turn negative into positive
- Display positive attitude toward job and others
- Display zest and pleasure in work
- Maintain an optimistic outlook when faces with difficulties
- Excel in handling tough situations
- Develop positive expectations
- Develop realistic expectations
- Very performance conscious
- Set high standards of personal performance
- Receive and carries out tasks in a cooperative manner
- An important contributor to the success of the department
- Share ideas and techniques
- Excel as a team player
- Project objectively
- Prevent personnel conflicts from reducing productivity
- Respond quickly to feedback

### **PERSONAL QUALIFICATIONS**

- Fair, cheerful and follows businesslike procedures to accomplish objectives
- Display a pleasant, cheerful disposition
- Display natural charm and charisma
- Display a pleasant demeanor
- Have a calm, even temperament
- Stable, patient and steady
- Relaxed, confident, enjoyable
- Polished and poised
- Very cordial
- Display social grace
- Warm and genuine
- Sincere
- Display positive responses to negative situations
- Display positive, friendly and relaxed attitudes

- Use humor constructively
- Display keen wit
- Display a harmonious and cooperative spirit
- Possess a personal magnetism
- Display many positive character traits
- Display a winning personality
- Display a pleasing personality
- Display an enterprising personality
- Display an outgoing personality
- Display energizing optimism
- Project energy and enthusiasm

### **PLANNING**

- Establish strategic plans for future success
- Propose plans of action which are timely, and realistic and positive
- Plan with a fresh perspective
- Plan, organizes and completes tasks in the shortest, most efficient manner
- Effectively formulate strategies, tactics and action plans to achieve results
- Plan appropriate strategies to arrive at solutions
- Plan effectively for systematic results
- Excel in anticipating needs
- Develop innovative plans and solutions
- Meet or exceeds standards for major responsibilities or objectives on time or ahead of schedule
- Keep comfortably ahead of work schedule
- Translate planning into reality
- Effectively establish task priorities
- Formulate plans and envisions goals
- Develop rational planning techniques
- Effectively implement plans with harmony and cooperation
- Excel in developing action plans
- Develop sound action plans
- Effectively put plans into action
- Excel in formulating and executing strategies
- Excel in strategy and action
- Effectively translate ideas into action
- Excel in developing strategic aims
- Develop strategic aims
- Effectively plan to avoid future problems
- Prevent problems from occurring
- Excel in problem prevention
- Excel in anticipatory management
- Excel in anticipating reactions
- Anticipate and resolve conflicts
- Plan for predictable resistance
- Develop innovative strategies
- Develop positive strategies
- Develop effective strategies to attain good performance
- Create flexible plans to meet changing opportunities
- Constantly develop techniques to generate new strategic alternatives

- Plan for the unexpected
- Excel in developing "what if" scenarios
- Excel in developing strategic alternatives
- Develop sound contingency plans
- Not controlled by events and crisis situations

## **POTENTIAL**

- Presently capable of assuming greater responsibility
- Possess a strong capacity to make a greater contribution to the organization
- Strongly qualified for advancement
- Display strong potential for advancement
- Need more responsibility to ensure continued satisfaction and career growth
- Display high management potential
- High potential employee
- Capable of assuming a greater leadership role
- Capable of distinguished performance in a higher level position
- Eager to assume greater responsibility in the department or elsewhere
- Demonstrate a strong ability to identify, analyze and solve problems
- Display an ability to solve problems, think, reason and learn
- Excel in developing innovative and creative solutions
- Develop creative and cost effective solutions
- Excel in creative problem solving
- Displays a practical approach to solving problems
- Unusually decisive in handling difficult problems
- Effectively solve problems rather than symptoms
- Excel in identifying the real problems
- Excel in solving critical problems
- Solve problems before they become critical
- Excels in trouble shooting
- Work well with others in solving problems
- Translate problems into practical solutions
- Look upon problems as exciting challenges
- Turn problems into opportunities

## **PROFESSIONALISM**

- Demonstrate an exceptional mastery of professional skills
- Demonstrate professional expertise
- Display well-oriented professional knowledge
- Seasoned professional
- Seek a higher degree of professional excellence
- Show concern about professional improvement
- Sustain a professional growth strategy
- Strive to grow professionally through continuous study and participation
- Closely follow professional trends
- Constantly seek to broaden professional horizons
- Maintain a high degree of professional participation

- Develop the skills needed to maintain the highest standards of professional excellence
- Quality of work reflects high professional standards
- Write memos, letters and reports that reflect professional expertise
- Develop enduring professional relationships
- Provide subordinates with definite, positive assistance to correct professional difficulties
- Convey professionalism
- Display a professional pride
- Display high standards of professional behavior
- Demonstrate high standards of professional conduct
- Display a professional style
- Display a professional profile
- Maintain high professional ethics
- Follows ethical procedures
- Stimulate professionalism
- Engender respect for profession
- Display loyalty to profession

## **QUALITY**

- Quality of work is consistently high
- Achieve the highest standard of excellence
- Shows professional concern for quality work
- Emphasize on quality enhancement
- Promote quality awareness
- Recognize the importance of quality in providing a competitive edge
- Demonstrate accuracy, thoroughness and orderliness in performing work assignments
- Perform with unusual accuracy, thoroughness and effectiveness
- Committed to excellence
- Achieve consistent effectiveness
- Strive for state-of-the-art perfection
- Extremely neat
- Provide total quality assurance
- Display pride in work

## **QUANTITY**

- Make a substantial contribution to the continued operation and growth of the organization
- Quantity of work is consistently high
- Perform at peak efficiency
- Maintain a peak performance
- Sustain a high achievement level
- Work at a high achievement level
- Perform at a high energy level
- Effectively expand energy
- Maintain unusually high output
- Fast and productive
- Perform with unusual speed at a high rate of output
- Exceed normal output standards
- Produce beyond normal expectations
- Constantly produce more than expected

## **RELATIONSHIP WITH OTHERS**

- Excel in effective human relations
- Understand human behavior
- Identify and understand personal values of superiors, subordinates, peers, and others
- Recognize the needs of others
- Display a high degree of recognition, acceptance and prestige in dealing with others
- Make favorable impression and easily gains acceptance by others
- Make the best impression in every situation
- Convey a positive personal image
- Excel in obtaining enthusiastic commitments
- Gain management commitments
- Well accepted by others under difficult circumstances
- Work harmoniously and effectively with others
- Get along well with others
- Develop a strong working rapport with others
- Develop positive working relationships
- Develop mutual support
- Build a close rapport
- Build trust and rapport
- Build a climate of trust
- Excels in trust building
- Promote relationships of trust and respect
- Develop interpersonal trust
- Develop relationships based on dependability and honesty
- Build on mutual dependence and understanding
- Understand and know how to get along with co-workers
- Work effectively with others
- Establish effective working relationships
- Promote harmony among associates
- Attract the favorable attention of superiors
- Build positive relationships with superiors
- Work effectively with multiple superiors
- Convey considerable influence with superiors
- Establish credibility with superiors and subordinates
- Interact effectively with peers
- Display unconditional positive regard
- Convey positive influences
- Display geniuses in dealing with others
- Convey a willingness to help
- Excel in promoting team efforts
- An excellent team worker
- Exceptionally willing and successful as a team worker
- Generate synergy
- Encourage organization-wide cooperation
- Promote participative approaches
- Extremely cooperative with associates
- Demonstrate an ability to relate
- Excel in sustaining concentration while avoiding confrontations

- Working well in cooperating with others for the benefit of the organization
- Promote cooperation
- Cooperative and constructive
- Exercise considerable influence
- Demonstrate strong interpersonal skills
- Display and interpersonal regard
- Display positive affectivity
- Respect the opinions of others

## **RESOURCEFULNESS**

- Demonstrate self-reliance and resourcefulness
- Extremely resourceful and enthusiastic
- Maximize individual resources and energies
- Optimize the use of all available resources
- Make effective use of all organizational resources
- Achieve success when conformed with limited resources
- Effectively organize, assemble and arrange resources to meet goals
- Effectively match goals to resources
- Effectively match resources with objectives
- Effectively assess employee resources, strengths and competencies
- Develop resourceful solutions

## **RESPONSIBILITY**

- Devote appropriate attention to all responsibilities
- Accept responsibility for own decisions and those of subordinates
- Assume responsibility for mistakes and shortcoming or subordinates
- Willing to accept ultimate responsibility
- Accept responsibility for compliance with rules and regulations
- Continue to seek and accept responsibility
- Seize responsibility
- Thrive on responsibility
- Take positive action to meet growing responsibility
- Take positive action to meet growing responsibility
- Delegate responsibility effectively
- Especially effective in assigning responsibility
- Build personal accountability
- Display a willingness to face conflicts
- Accept new job assignments willingly
- View new assignment as an opportunity for growth

## **STRESS**

- Successfully cope with demands from superiors, subordinates and peace
- Successfully handle multiple demands from superiors and subordinates
- Perform effectively despite sudden deadlines and changing priorities

- Effectively handle competing priorities
- Work effectively for multiple superiors
- Thrive on stressful situations
- Cope effectively with pressures and tensions
- Effectively handle stress and anxiety
- Handle crisis and emergencies with coolness
- Demonstrate coolness under stress
- Maintain coolness despite annoyances
- Show a strong resistance to annoyances
- Show finesse in situations of stress
- Perform well in crisis situations
- Perform well under pressure
- Work effectively in high pressure situations
- Work calmly in a turbulent environment
- Remain calm in crisis situations
- Remain calm under pressure
- Get things done calmly
- Display impressive poise under stress
- Show poise when under pressure
- Maintain personal composure in high stress situations
- Handle crises with composure
- Project composure
- Cope effectively with risk and uncertainty
- Adjust promptly and calmly to change
- Handle crises with composure
- Project composure
- Cope effectively with risk and uncertainty
- Adjust promptly and calmly to change
- Handle the unexpected with coolness
- Successfully cope with unlimited consequences
- Effectively manage stress
- Plan to deal effectively with anticipated stressful situations
- Capably handle potentially volatile situations
- Make positive use of stress to improve performance
- Make effective use of humor to ease tensions
- Remain in solid control
- Keep stress under control
- Gain control over job pressure
- Recognize the impact of stress and burnout on organizational effectiveness
- Know when to seek help
- Recognize the importance of sound physical and mental health for top performance
- Effectively balance the demands of job with private life
- Make certain that employees have a clear understanding of their responsibilities
- Effectively prevent over-staffing
- Establish realistic work demands
- Develop precise job expectations
- Divide work into manageable activities
- Ensure cost-efficient assignment of employees
- Effectively balance work flow
- Use job enrichment to improve productivity
- Expect and demand superior performance
- Place emphasis on results
- Excel in getting work done by others
- Optimize productivity
- Gain maximum productivity from employees
- Maximize the performance of people and equipment
- Make maximum use of personnel and equipment
- Give constant encouragement to subordinates
- Give constructive suggestions to subordinates
- Effectively coach subordinates toward achievement
- Bring out the best in employees
- Challenge the abilities of subordinates
- Recognize the important relationships between rewards, reinforcement and results
- Maximize the value of recognition and rewards
- Make effective use of constructive compliments
- Give proper recognition
- Excel in giving verbal praise
- Develop a climate providing motivation, participation and opportunities for employee initiative
- Promote an effective climate
- Encourage a climate for action
- Develop a spirit of teamwork
- Build cooperation
- Promote a comfortable, friendly organizational atmosphere
- Effectively communicate organizational policies and other information to subordinates
- Is readily accessible to subordinates
- Promote positive involvement
- Encourage active involvement of staff
- Receive full support from staff
- Stimulate individual participation
- Stimulate productive discussion sessions for positive action
- Effectively seek and obtain ideas
- Show concern for the employee as a person
- Hire qualified people
- Give helpful guidance to new employees
- Show a sincere interest in employees and the solution to their problems
- Excel in effective coaching and counseling of subordinates
- Effectively use counseling techniques and skills
- Inspire voluntary support and guidance to employees
- Lend supports and guidance to employees
- Assist employees in career assessments
- Give sound, practical advice

## **SUPERVISORY SKILLS**

- Effectively motivate subordinates to exert the effort necessary to attain organizational goals
- Excel in the supervision and leadership of subordinates
- Maintain a work situation which stimulates the growth of individuals
- Strive to make more meaningful and challenging contributions to the betterment of the department

- Guide employees to proper resources whenever help is needed
- Properly assert authority
- Effective in giving orders and directions
- Give clear instructions
- Avoid over-supervising
- Promotes a high degree of morale
- Strengthen morale
- Gain employee confidence
- Develop strong credibility with subordinates
- Understand different personalities and traits
- Show empathy
- Show genuine respect
- Show warmth and consideration
- Sensitive to the feelings of others
- Supervise firmly and fairly
- Fair and firm when dealing with subordinates
- Establish acceptable tolerance levels
- Overcome resistance to technological change
- Effectively handle employee problems and discontent
- Handle employee problems professionally
- Recognize and deals with signs of employee unrest
- Encourage constructive feedback
- Turn complaints into opportunities
- Maintain order and discipline
- Know when to reprimand
- Know when to ignore
- Know when to confront
- Handle disruptive behavior with firmness
- Settle disputes firmly
- Quickly settle disciplinary problems
- Take prompt corrective action
- Handle problems immediately
- Keep small situation from becoming big problems
- Use constructive discipline
- Effectively control employee absenteeism and tardiness
- Decisively handle chronic absenteeism
- Overcome personally conflicts
- Capably manage the marginal performer
- Excel in revitalizing employees who are coasting
- Capably handle difficult people
- Capably handle resistance from staff members
- Deal effectively with resistance
- Effectively deal with mistakes and errors
- Cope effectively with misunderstanding
- Correct without criticizing
- Take positive steps to avoid recurrences of errors
- Keep informed of supervisory legal responsibilities
- Ensure that all personnel problems are properly documented to avoid litigation
- Take appropriate remedial action

### **TACT AND DIPLOMACY**

- Display a high degree of tact and diplomacy
- Handle situations with poise, understanding and tact

- Deal tactfully with both lower and higher authority
- Work well with others in the solution of mutual problems
- Respect the opinions, abilities and contributions of others
- Cooperative and open-minded in working with others
- Effectively turn defensive situations into supportive relationships
- Take appropriate action without offending
- Handle situations without raising antagonism or hostility
- Handle situation in a calm, objective manner
- Effectively resolve misunderstanding
- Accomplish results without creating friction
- Avoid arguments
- Handle confrontations with tact
- Disagree diplomatically
- Tactful in conflict situations
- Negotiate with tact
- Display trust and mutual understanding
- Employ procedures that reveal poise
- Accept constructive criticism
- Tactfully admit mistakes and errors
- Display proper etiquette
- Display grace and style
- Follow proper protocol
- Polite in all situations
- Display excellent mannerisms
- Convey sincere appreciation at every opportunity

### **TIME MANAGEMENT**

- Achieve maximum time effectiveness
- Place a high value on time effectiveness
- Excel in priority determinations
- Distinguish between low and high priority activities
- Display a strong sense of priorities
- Demonstrate effective allocation of time resources
- Concentrate on activities with a high payoff
- Concentrate on areas yielding the greatest return
- Focus on relevant issues
- Eliminate tasks which contribute the least to organizational goals
- Identify unessential activities
- Identify and eliminates time wasters
- Avoid time snares
- Use systematic methods to accomplish more in less time
- Delegate for maximum time effectiveness
- Set realistic time goals
- Make effective use of peak time periods
- Maximize peak times
- Use time productively
- Uses time wisely
- Make effective use of supervisor's time and resources
- Make effective use of travel time
- Make effective use of waiting time

- Maintain control over interruptions
- Effectively control telephone, visitors and other time traps
- Schedule all appointments
- Effectively use the calendar
- Effectively eliminate unnecessary paperwork
- Work smarter, not harder
- Make effective use of discretionary time
- Keep personal, family, and work life in proper perspective
- Avoid confusing activity with accomplishments

## **VERSATILITY**

- Possess many talents and capabilities
- Demonstrate competence in many areas
- Has the ability to perform a wide range of assignments
- Successfully handle multiple projects at the same time
- Display versatile expertise
- Demonstrate diversified skills
- Extremely versatile
- Effectively handle special assignments
- Display flexibility in adapting to changing conditions
- Effectively cope with accelerating changes
- Flexible and open toward change
- Extremely valuable In providing back-up support for other jobs

## **WRITING ABILITY**

- Write letters, memos and reports that command attention and achieve results
- Write with remarkable clarity and consistency
- Write precisely and effectively
- Write to convey a positive impression
- Write in a positive tone
- Write in a positive manner to reflect favorably upon the organization
- Write reports that achieve maximum impact
- Write with persuasion
- Write proposals that win approval
- Prepare persuasive presentations
- Prepare concise and meaningful reports
- Write to ensure readability
- Excel in converting complex information into simple, readable form
- Place emphasis on meaningful action words
- Possess a large vocabulary
- Demonstrate strong editing skills
- Demonstrate creative writing ability

## **HELPFUL ADJECTIVES**

- Absolute

- Accurate
- Active
- Adaptable
- Adept
- Affirmative
- Alert
- Ambitious
- Analytical
- Articulate
- Calm
- Capable
- Challenging
- Charismatic
- Clear-thinking
- Cohesive
- Competent
- Complete
- Composed
- Comprehensive
- Concise
- Confident
- Conscientious
- Considerable
- Consistent
- Constructive
- Cooperative
- Courageous
- Courteous
- Creative
- Curious
- Decisive
- Dedicated
- Definite
- Dependable
- Desirable
- Determined
- Diligent
- Diplomatic
- Discreet
- Distinctive
- Dynamic
- Eager
- Effective
- Efficient
- Eminent
- Energetic
- Enlightening
- Enterprising
- Enthusiastic
- Excellent
- Exceptional
- Exciting
- Extra
- Extraordinary
- Extreme
- Factual
- Fair



- Favorable
- Fine
- Flexible
- Forceful
- Foremost
- Forward-looking
- Frank
- Genuine
- Good-natured
- Great
- Hands-on
- Harmonious
- Helpful
- High
- High-tech
- Honest
- Imaginative
- Immense
- Important
- Independent
- Industrious
- Ingenious
- Innovative
- Involved
- Keen
- Knowledgeable
- Lasting
- Latest
- Logical
- Loyal
- Magnificent
- Major
- Maximum
- Meaningful
- Motivated
- Neat
- Objective
- Observant
- Open-minded
- Opportunistic
- Optimal
- Optimistic
- Orderly
- Organized
- Original
- Outstanding
- Patient
- Perceptive
- Perfect
- Persuasive
- Pleasant
- Poised
- Polished
- Positive
- Powerful
- Practical
- Precise
- Predictable
- Productive
- Professional
- Progressive
- Prominent
- Proper
- Prudent
- Punctual
- Quick
- Rational
- Realistic
- Reliable
- Remarkable
- Resourceful
- Respectful
- Responsive
- Rigorous
- Self-confident
- Self-demanding
- Significant
- Sincere
- Sizable
- Sophisticated
- Sound
- Special
- Splendid
- State-of-art
- Stern
- Stimulating
- Strong
- Successful
- Superb
- Superior
- Supportive
- Systematic
- Tactful
- Tedious
- Thorough
- Trustworthy
- Trustful
- Ultimate
- Understanding
- Unique
- Unlimited
- Unusual
- Utmost
- Valuable
- Versatile
- Vibrant
- Vigorous
- Well-liked
- Wining
- Worthy
- Zestful

## HELPFUL VERBS

- Accentuates
- Accepts
- Accomplishes
- Accounts
- Achieves
- Acquires
- Acts
- Actuates
- Adapts
- Adheres
- Adjusts
- Administers
- Adopts
- Advances
- Advises
- Analyzes
- Anticipates
- Applies
- Appraises
- Appropriates
- Approves
- Arises
- Arranges
- Articulates
- Ascends
- Ascertains
- Aspires
- Assembles
- Asserts
- Assigns
- Assimilates
- Assists
- Assumes
- Assures
- Attains
- Attempts
- Attends
- Audits
- Authorizes
- Averts
- Builds
- Calculates
- Capitalizes
- Carries out
- Challenges
- Checks
- Circulates
- Clears
- Coaches
- Collaborates
- Collects
- Commands
- Communicates
- Compiles
- Communicates
- Compiles
- Completes
- Compares
- Concentrates
- Conducts
- Conforms
- Connects
- Considers
- Consolidates
- Consults
- Contemplates
- Continues
- Contributes
- Controls
- Conveys
- Cooperates
- Coordinates
- Copes
- Creates
- Dedicates
- Delegates
- Demonstrates
- Determines
- Develops
- Devotes
- Directs
- Discusses
- Displays
- Disseminates
- Distinguishes
- Drafts
- Effects
- Elicits
- Emanates
- Emphasizes
- Employs
- Empowers
- Emulates
- Encompasses
- Encourages
- Enforces
- Enhances
- Enlightens
- Enriches
- Ensures
- Establishes
- Evaluates
- Evidences
- Evokes
- Examines
- Excels
- Executes
- Exercises
- Exhibits

- Expects
- Expedites
- Explores
- Expresses
- Faces
- Facilitates
- Focuses
- Follow-up
- Foresees
- Formulates
- Fosters
- Fulfills
- Furnishes
- Gains
- Generates
- Gives
- Grasps
- Guides
- Handles
- Helps
- Identifies
- Implements
- Impresses
- Improves
- Influences
- Informs
- Initiates
- Inspects
- Inspires
- Insures
- Interacts
- Interprets
- Interviews
- Investigates
- Issues
- Judges
- Keeps
- Knows
- Learns
- Maintains
- Makes
- Manages
- Meets
- Mobilizes
- Motivates
- Necessitates
- Negotiates
- Notifies
- Observes
- Obtains
- Operates
- Optimizes
- Orchestrates
- Organizes
- Overcomes
- Oversees
- Paces
- Participates
- Perceives
- Performs
- Perpetuates
- Plans
- Possesses
- Practices
- Prepares
- Presumes
- Prevents
- Processes
- Produces
- Projects
- Promotes
- Proposes
- Provides
- Pursues
- Radiates
- Realize
- Receives
- Recognizes
- Recommends
- Records
- Reflects
- Regards
- Regulates
- Reinforces
- Relates
- Releases
- Relies
- Reports
- Represents
- Requires
- Resolves
- Respects
- Responds
- Reviews
- Revises
- Schedules
- Secures
- Seeks
- Serves
- Shows
- Solves
- Sparks
- Stimulates
- Strengthens
- Strives
- Studies
- Submits
- Supervises
- Supports
- Surmounts
- Surveys
- Sustains
- Takes
- Thinks

- Tolerates
- Trains
- Translates
- Understands
- Uses
- Utilizes
- Verifies
- Vitalizes
- Weighs

## **PERFORMANCE RANKINGS**

- Exceptional
- Extraordinary
- Excellent
- Distinguished
- Outstanding
- Very good
- Good
- Superior
- Fair
- Satisfactory
- Sub-standard
- Unsatisfactory
- unacceptable