



## **Successful Words**

**These you can use to describe yourself**

academical(ly)	friendly	progressive(ly)
accurate(ly)	generous(ly)	prudent(ly)
active(ly)	good-natured(ly)	purposeful(ly)
adventurous(ly)	health(y)	quick(ly)
aggressive(ly)	helpful(ly)	quiet(ly)
alert(ly)	high(ly)	rational(ly)
ambitious(ly)	honest(ly)	realistic(ly)
analytical(ly)	huge	reflective(ly)
assertive(ly)	humorous(ly)	relaxed
attractive(ly)	imaginative(ly)	reliable(y)
bold(ly)	imposing	reserved
broadminded(ly)	independent(ly)	resourceful(ly)
businesslike	individualistic	responsible(y)
calm(ly)	industrious(ly)	robust(ly)
capable(y)	informal(ly)	self-confident(ly)
careful(ly)	intellectual(ly)	self-controlled
cautious(ly)	intelligent(ly)	sensible(ly)
challenging	inventive	serious(ly)
cheerful(ly)	kind	significant(ly)
clever(ly)	leisurely	sincere(ly)
competent(ly)	liberal(ly)	sociable(y)
competitive(ly)	likable	spontaneous(ly)
confident(ly)	logical(ly)	steady(ily)
conscientious(ly)	loyal(ly)	strong(ly)
conservative(ly)	mature(ly)	strong-minded
considerate(ly)	methodical(ly)	successful(ly)
consistent(ly)	meticulous(ly)	supportive
cooperative(ly)	mild(ly)	tactful(ly)
courageous(ly)	moderate(ly)	tenacious(ly)
creative(ly)	modest(ly)	thorough(ly)
curious(ly)	motivated	thoughtful(ly)
deliberate(ly)	natural(ly)	tolerant(ly)
determined	obliging(ly)	tough
dignified	opportunistic	trustworthy
discreet(ly)	optimistic(ly)	understanding(ly)
dominant(ly)	organized	unexcitable(y)
eager(ly)	original	uninhibited(ly)
efficient(ly)	outgoing	verbal(ly)
enormous(ly)	painstaking(ly)	versatile
fair-minded(ly)	patient(ly)	warm(ly)
far-sighted	persevering	wise(ly)
firm(ly)	pleasant(ly)	witty(ily)
flexible(y)	poised	
forceful(ly)	polite(ly)	
formal(ly)	practical(ly)	
frank(ly)	precise(ly)	



## **Successful Words**

**These you can use to describe what you did**

accelerated	cataloged	dealt	expedited
accomplished	caught	DECIDED	experienced
accounted for	caused	defined	experimented
achieved	chaired	delegated	explained
acquired	changed	delivered	explored
added	checked	demonstrated	expressed
addressed	chopped	described	extended
adjusted	chose	designed	familiarized
ADMINISTERED	classified	determined	filed
ADVISED	cleared up	DEVELOPED	filled
aided	closed	devised	financed
allocated	collected	diagnosed	focused
alphabetized	combined	did	forecast
ANALYZED	commented	digested	foresaw
answered	communicated	diminished	FORMULATED
anticipated	compared	DIRECTED	forwarded
appeared	compiled	discovered	fostered
applied	completed	discussed	found
appointed	composed	distributed	gathered
appraised	computed	documented	gave
approved	conceived	drafted	grabbed
arbitrated	conceptualized	dramatized	graded
argued	concluded	drew up	granted
arranged	conditioned	dropped	greeted
assessed	conducted	earned	grossed
assigned	considered	EDITED	guided
assisted	constructed	educated	handled
assumed	consulted	elected	hastened
assured	continued	eliminated	heightened
attended	contracted	employed	helped
audited	controlled	encouraged	highlighted
authored	converted	endorsed	hiked
authorized	convinced	enlarged	housed
awarded	COORDINATED	enlisted	hunted
began	copied	ensured	identified
bolstered	corrected	entered	IMPLEMENTED
boosted	counseled	ESTABLISHED	improved
bought	counted	estimated	included
briefed	crafted	EVALUATED	incorporated
brought	created	examined	increased
budgeted	credited	excelled	indexed
built	critiqued	executed	indicated
canceled	cut	exercised	INITIATED
calculated	debated	expanded	influenced



innovated  
inspected  
installed  
instructed  
insured  
interpreted  
interviewed  
**INTRODUCED**  
investigated  
involved  
issued  
joined  
kept  
labored  
launched  
learned  
leased  
lectured  
led  
licensed  
listed  
located  
logged  
made  
maintained  
**MANAGED**  
mapped  
matched  
maximized  
measured  
mediated  
met  
modified  
monitored  
motivated  
moved  
named  
**NEGOTIATED**  
netted  
observed  
opened  
operated  
ordered  
**ORGANIZED**  
overcame  
oversaw  
paid  
painted

participated  
perceived  
performed  
**PERSUADED**  
pioneered  
placed  
**PLANNED**  
played  
policed  
prepared  
presented  
prevailed  
processed  
procured  
produced  
profited  
programmed  
prohibited  
projected  
promoted  
proofed  
proposed  
proved  
provided  
published  
purchased  
pursued  
put  
qualified  
quicken  
ran  
ranked  
rated  
realized  
received  
recognized  
**RECOMMENDED**  
reconciled  
recruited  
reduced  
regulated  
renovated  
replaced  
replied  
reported  
represented  
researched  
rescued  
responded

resulted in  
returned  
revamped  
revealed  
reviewed  
revised  
saved  
saw  
scheduled  
scouted  
screened  
scrutinized  
selected  
sent  
served  
serviced  
set  
shipped  
shored up  
showed  
sifted  
simplified  
smoothed  
**SOLVED**  
sorted  
sought  
spearheaded  
specified  
spoke  
started  
stated  
stopped  
straightened  
streamlined  
strengthened  
stripped  
studied  
**SUBMITTED**  
substituted  
suggested  
summarized  
**SUPERVISED**  
supported  
surmounted  
surveyed  
tackled  
targeted  
taught

tested  
tightened  
took  
took over  
totaled  
toured  
tracked  
trained  
transferred  
transformed  
translated  
transported  
traveled  
treated  
turned  
tutored  
typed  
uncovered  
unearthed  
unfurled  
updated  
upped  
used  
visited  
welcomed  
won  
worked  
**WROTE**