

# How do I describe my skills?

Below is a selection of positive phrases that you could use to describe your skills for a CV, application or job interview. It is useful to be **measured** about the level of skill that you can demonstrate. Don't be afraid to promote your abilities. Always best to be honest and never exaggerate your level of competency.

Proficient in...	Expertise in...
Competent user of...	Capable of...
Confident ...	Successful at ...
Working knowledge of...	More than....years experience in...
Highly skilled at...	Extensive experience in ...
Ability to...	Excellent .... skills
Good .....skills	Proven track record in...
Well developed.....skills	Promoted to the position of....
Very good at...	Experienced in all aspects of....
Proven ability to...	Competent in the use of ...
Extremely good at...	Excelling at ...
Adept at...	General knowledge of...
Versatile in ...	Consistently...
Comprehensive knowledge of...	Considerable or significant experience of...
Achieved ...	Awarded ...
Attained ...	

## WORD BANK categories

### Communicated

Addressed	Advised	Controlled	Co-ordinated
Counselled	Demonstrated	Directed	Encouraged
Guided	Instructed	Interviewed	Led
Liaised	Marketed	Mediated	Motivated
Negotiated	Ordered	Performed	Presented
Promoted	Proposed	Provided	Recommended
Recruited	Represented	Resolved	Sold
Taught	Trained	Persuaded	Influenced
Networked	Responded		

### Found out

Analysed	Assessed	Classified	Collated
Defined	Designed	Devised	Established
Evaluated	Forecasted	Identified	Interpreted
Interviewed	Investigated	Researched	Tested
Traced	Verified	Pin-pointed	Appraised

### Sorted out

Analysed	Arranged	Assessed	Budgeted
Classified	Collated	Composed	Conceived

Conducted	Controlled	Co-ordinated	Decreased
Defined	Distributed	Edited	Eliminated
Established	Evaluated	Identified	Improved
Investigated	Itemised	Modernised	Operated
Organised	Planned	Prepared	Processed
Produced	Redesigned	Reduced	Refined
Reorganised	Researched	Resolved	Reviewed
Revised	Scheduled	Simplified	Solved
Streamlined	Transformed	Uncovered	Verified
Vetted	Accelerated	Diagnosed	Proved
Selected	Checked	Dealt	Undertook

### Showed how

Advised	Coached	Conducted	Directed
Guided	Demonstrated	Illustrated	Instructed
Led	Managed	Organised	Performed
Presented	Taught	Trained	Facilitated
Facilitated			Assisted

### Set up

Composed	Conceived	Created	Designed
Developed	Devised	Established	Founded
Generated	Implemented	Initiated	Instituted
Introduced	Invented	Launched	Led
Opened	Originated	Pioneered	Planned
Prepared	Produced	Promoted	Started
Ensured	Allocated	Volunteered	

### Made better *Remember to quantify: i.e. increased by how much?*

Broadened	Combined	Consolidated	Converted
Cut	Decreased	Developed	Devised
Doubled	Edited	Eliminated	Expanded
Improved	Increasing	Innovated	Minimised
Modernised	Recommended	Redesigned	Reduced
Refined	Reorganised	Resolved	Restructured
Revised	Saved	Serviced	Simplified
Solved	Streamlined	Strengthened	Transformed
Trimmed	Uncovered	Unified	Widened

### Gave out

Delivered	Despatched	Distributed	Expanded
Generated	Launched	Presented	Processed
Produced	Promoted	Provided	Served
Transferred			

## In charge of

Administered	Approved	Conducted	Controlled
Co-ordinated	Delegated	Directed	Headed
Led	Managed	Represented	Supervised
Spear headed			

## Personal qualities and attributes

These may be included in your CV, cover letter and application form. It may be useful to ask someone who knows you well to choose words which they think describe you best. Consider how you might evidence or justify those qualities including at an interview situation.

Tenacious	Dynamic	Enthusiastic	Friendly
Flexible	Quick-thinking	Hard-working	Fit
Honest	Versatile	Creative	Adaptable
Willing to learn	Calm	Compassionate	Judicious
Confident	Committed	Imaginative	Thorough
Articulate	Analytical	Innovative	Open-minded
Energetic	Mature	Diplomatic	Adventurous
Punctual	Reliable	Capable	Self-motivated
Caring	Decisive	Professional	Resourceful
Accomplished	Broadminded	Approachable	Astute
Active	Business-like	Conscientious	Consistent
Artistic	Cheerful	Humorous	Level-headed
Attentive	Competent	Pragmatic	Knowledgeable
Co-operative	Helpful	Questioning	Sensitive
Warm	Non-judgmental	Proactive	Talented
Visionary	Motivated	Sincere	Generous
Objective	Trustworthy	Logical	Efficient
Optimistic	Responsive	Patient	Demonstrative
Rational	Intelligent	Tolerant	Credible
Prudent	Intellectual	Reasonable	Discreet
Determined	Stable	Sympathetic	Impartial
Perceptive	Loyal	Lively	Industrious
Out-going	Curious	Positive	Spontaneous