



Buzz Words for your CV or Application Form

The words you use on your CV or application form should highlight the skills you have for the jobs you are applying for. By using positive words which convey a message that you are the best person for the job. For example 'reliable' gives the message that you will turn up on time every day or 'versatile' gives the message that you can take on any challenge they give you.

Below are some examples of words that you will find useful, with a brief explanation of what they mean and an example of how you might use them in a sentence.....



Word	What it means	How you might use it
accurate	correct, exact	I am careful to check all of my work to ensure that the content of the finished piece is accurate.
achievement	something you have excelled at	One of my greatest achievements is to have been awarded the school prize for
active	lively, on the go, Getting involved	I have taken an active part in allocating the work in preparation for the school production.
adaptable	able to adjust to change	My current job has changed over time and I have had to be very adaptable to fit with the new challenges.
bilingual	able to speak two languages	I am bilingual, being fluent in both Mandarin and English.
calm	placid, not angry or upset	I am able to remain calm even when dealing with a difficult or stressful situation at work.
capable	able to do things well	I am capable of taking on a number of work tasks and seeing them through to completion.
committed	dedicated, giving all your attention to	I am extremely committed to my current role and have worked hard to make the project successful.
competent	know how to do things	I am competent in a number of IT packages, for example: Adobe Professional and Microsoft Excel.
confident	feel sure of self	I am confident when communicating with people both on the telephone and face to face.
consistent	able to do things the same every time	I have been able to produce work of a consistently high standard.
creative	able to use your imagination	I have been able to show flair and creativity in my work on the project by.....
determination	drive to keep going	I will show that I have the determination to succeed in this job by.....
efficient	making the best use of time/energy	To work well in a fast paced environment I must ensure that my time is spent in the most efficient way.



energetic	full of energy	My approach to a new challenge is both enthusiastic and energetic.
enthusiastic	really keen and up for it	I am enthusiastic about the opportunity for this job to develop my skills in
experienced	learned skills over time	Using the internet has been a regular part of my work and I have become very experienced in researching.
flexible	able to adapt	Our small team has a broad range of responsibilities so I have to be flexible in the work I undertake.
imaginative	able to come up with new ideas	I have been able to take an imaginative approach to my work coming up with new ideas for.....
innovative	able to put new ideas into practice	In my department we have developed innovative new ways to deal with customer request by.....
leadership	able to lead a team or project	I have used my leadership skills to drive forward a project by allocating tasks and supporting the group.
maturity	Having a grown up attitude	I volunteer in a day centre for the elderly where it is important to take a mature and sensitive approach.
methodical	doing things in an ordered way	I have to take a methodical approach to ensure that the work is of high quality and completed on time.
motivated	keen to do things	I am extremely motivated to succeed, giving 110% to any job I am asked to do.
organised	being prepared	I am extremely organised, ensuring that my work is prioritised and completed on time.
proactive	looking for new challenges	I take a proactive approach to my work and seek out opportunities to use my talents.
reliable	can be trusted	Each week I help the art tutor to set up for the weekly lesson, she can rely on me to do this on my own.
resourceful	able to find clever ways to do things	I have been able to use my IT skills in a resourceful way by researching 'fixes' for IT problems online.
responsible	to be in charge of someone/something	I have responsibility for taking minutes at meetings, typing them and circulating them to staff.
skilled	able to do something well	During my GCSE in Information technology I have become skilled in using Microsoft Office packages.
successful	able to achieve	One example of a successful project that I have worked on is.....
teamwork	sharing a task with others	I have worked closely with a team of colleagues to plan and deliver a group presentation on behalf of my school.
thorough	doing a task properly	I ensure that I follow the procedure carefully to make sure that I do a thorough job.
trustworthy	honest reliable	I am honest and trustworthy and can be relied upon to maintain confidential records
versatile	able to adapt to a number of roles	In supporting the work of a number of departments I have had to be versatile in my approach to tasks.
willing	keen to	I am willing to undertake any training that is required to increase my skills for this role.