

Words to Use on a Resume or Cover Letter

Attributes:

- ability to communicate
- intelligence
- self-confidence
- willingness to accept responsibility
- initiative
- leadership
- energy level
- imagination
- flexibility
- interpersonal skills
- self-knowledge
- ability to handle conflict
- goal achievement
- competitiveness
- appropriate vocational skills
- direction

Intangible qualities

- empathy
- native intelligence
- a divergent, abstract thinking style
- a high level of commitment
- the ability to be a "self-starter"
- a high energy level
- the recognition that excellence is a journey, not a destination
- the potential ability to lead

Traits

active fair immaculate adventurous conscientious faithful considerate fanciful impartial
cooperative fearless affectionate courageous fierce ambitious crafty amiable formal independent
animated fortunate industrious cultured frank curious friendly innocent daring funny astonished
dauntless attentive decisive generous intelligent dependable gentle determined diligent giving
jovial glamorous keen discreet brave grateful brilliant lively busy logical calm candid capable
loving careful happy loyal dutiful hardy lucky cautious eager charismatic easygoing mature
charming effervescent cheerful efficient haughty meticulous eloquent helpful clever honest
encouraging hopeful mysterious energetic enthusiastic hospitable compassionate exacting
humble excited humorous expert obedient exuberant obliging confident imaginative