

Useful Words and Phrases

For Personal Profiles, CVs and Job Applications

Working knowledge of
 Extensive knowledge of
 Comprehensive knowledge of
 Proven track record
 Proven ability in
 Comprehensive understanding of
 Extensive experience in

Advanced knowledge of
 Strong knowledge of
 Successful track record in
 Proven ability to
 Clear ability to
 A sound understanding of
 Substantial experience in

Ability	Accomplished
Advanced	Benefited
Channeled	Commitment
Cooperation	Determination
Ensured	Enterprising
Exceeded	Excelled
Flexible	Gained
Key	Knowledge
Opportunity	Performance
Professional	Qualified
Significant	Skillful
Studied	Substantially
Sufficient	Technique
Utilized	Versatility

Accurate	Acquired
Capable	Challenging
Conscientious	Constructive
Effective	Enhanced
Enthusiasm	Established
Expertise	Experienced
Incentive	Increased
Motivated	Notable
Potential	Practical
Resourceful	Responsible
Solely	Specialized
Succeeded	Successfully
Transferred	Undertook
Volunteered	Worth

Willingness to learn
 Self motivation
 Verbal communication
 Cooperation
 Self management
 Desire to achieve/ motivate
 Flexibility
 Logical
 Numeracy

Dependability / reliability
 Team work
 Written communication
 Drive/energy
 Problem solving ability
 Analytical ability
 Initiative
 Intellectual
 Able to cope with stress / pressure