

RESUME POWER ADJECTIVES

Analytical/Critical Thinking:

Astute	Insightful	Methodical	Practical
Calculating	Intelligent	Meticulous	Shrewd
Complex	Knowledgeable	Objective	Strategic
Discerning	Logical	Perceptive	Thoughtful

Creativity & Innovation:

Cutting-edge	Imaginative	Progressive	Unique
Elegant	Ingenious	Revolutionary	Unprecedented
First-class	Innovative	Robust	World-class
Groundbreaking	Novel	Sophisticated	

Effectiveness:

Accomplished	Economical	Instrumental	Skilled
Adept	Expert	Productive	Skillful
Advanced	Fluent	Proficient	Strong
Competent	Ideal	Profitable	Superior
Constructive	Industrious	Significant	Qualified
Cost-effective	Influential	Smooth	Quality

Enthusiasm:

Committed	Devoted	Genuine	Sincere
Dedicated	Earnest	Keen	Spirited
Determined	Energetic	Passionate	Wholehearted

Hard-working:

Alert	Driven	Motivated	Thorough
Attentive	Enterprising	Persistent	Tireless
Concerted	Focused	Studious	Vigorous

Organization:

Businesslike	Detail-oriented	Precise	Structured
Controlled	Methodical	Smooth	Systematic
Detailed	Orderly	Step-by-step	Timely

Reliability:

Accurate	Disciplined	Impartial	Resilient
Consistent	Exact	Loyal	Steadfast
Dependable	Fastidious	Professional	Sustainable
Diligent	Honest	Punctual	



Teamwork & Communication:

Amiable	Clear	Cordial	Pleasant
Amicable	Self-starter Thoughtful	Courteous	Positive
Articulate	Coherent	Diplomatic	Respectful
Calm	Cohesive	Harmonious	Team-minded
Charming	Conscientious	Personable	
Cheerful	Cooperative	Persuasive	

Versatility:

Adaptable	Comprehensive	Diverse	Multifaceted
Agile	Countless	Extensive	Resourceful
Capable	Deep	Flexible	Vast

Accounting:

Accurate	Dependable	Focused	Precise
Calculating	Detail-oriented	Methodical	Professional
Comprehensive	Economical	Meticulous	Qualified
Cost-effective	Exact	Perceptive	Thorough

Administrative Assistant:

Attentive	Dedicated	Motivated	Resourceful
Concerted	Diligent	Orderly	Structured
Committed	Focused	Personable	Systematic
Consistent	Meticulous	Professional	Thorough

Customer Service:

Strategic thinker	Strong listening skills	Negotiation skills
Self-motivated	Patience	Positive attitude
Takes direction	Persuasive	Empathetic and understanding

Engineering:

Advanced	Cost-effective	Groundbreaking	Robust
Attentive	Cutting-edge	Ingenious	Sophisticated
Capable	Economical	Innovative	Sustainable
Complex	Focused	Proficient	

Information Technology:

Adept	Elegant	Innovative	Revolutionary
Advanced	Expert	Productive	Robust
Complex	Groundbreaking	Proficient	Sophisticated
Diverse	Ingenious	Resourceful	Strategic



Food Service:

Amiable	Cheerful	Dependable	Pleasant
Amicable	Conscientious	Energetic	Positive
Attentive	Consistent	Friendly	Reliable
Charming	Cordial	Patient	

Project Management:

Adaptable	Diplomatic	Extensive	Strategic
Cohesive	Discerning	Flexible	Structured
Cost-effective	Disciplined	Harmonious	Team-minded
Decisive	Economical	Organized	Timely

Marketing & Sales:

Charming	Dynamic	Flexible	Profitable
Creative	Energetic	Innovative	Resourceful
Determined	Enterprising	Perceptive	Shrewd
Diplomatic	First-class	Pleasant	

Nursing:

Agile	Determined	Extensive	Passionate
Committed	Devoted	Flexible	Reliable
Conscientious	Diverse	Genuine	Sincere
Dependable	Enthusiastic	Meticulous	Wholehearted

Retail:

Adept	Cheerful	Energetic	Professional
Amicable	Courteous	Harmonious	Profitable
Attentive	Dependable	Honest	Punctual
Charming	Earnest	Pleasant	Smooth

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