

# WORDS TO HELP YOU WRITE YOUR C.V.

## Power Words

achieved	negotiated	performed	organised
established	investigated	planned	participated
communicated	learned	managed	motivated
experienced	prepared	delivered	determined
co-ordinated	identified	improved	initiated
developed	obtained	introduced	provided

## Action Words

analysed	created	completed	demonstrated
contributed	designed	sold	evaluated
set-up			

## Personal Qualities

adaptable	creative	ambitious	mature
efficient	ambitious	versatile	enthusiastic
responsible	analytical		

## Personal Profile

Commitment to excellent

Good Communicator

Supportive team member

Problem solver

Competent and conscientious individual with good organisational skills

Professional, competent and reliable salesperson

Self-disciplined efficient organiser

Always enthusiastic to learn and undertake new challenges

Experienced telesales manager

Eye for detail

Enjoys dealing with the public

Committed