

# CV WORDS AND PHRASES EXAMPLES –

## PERSONAL PROFILE, CAPABILITIES, ETC

- results-driven, logical and methodical approach to achieving tasks and objectives
- determined and decisive; uses initiative to develop effective solutions to problems
- reliable and dependable - high personal standards and attention to detail
- methodical and rigorous approach to achieving tasks and objectives
- entrepreneurial and pro-active - strong drive and keen business mind
- identifies and develops opportunities; innovates and makes things happen
- good strategic appreciation and vision; able to build and implement sophisticated plans
- determined and decisive; uses initiative to meet and resolve challenges
- strives for quality and applies process and discipline towards optimising performance
- extremely reliable and dependable - analytical and questioning, strives for quality
- methodical approach to planning and organising - good time-manager
- excellent interpersonal skills - good communicator, leadership, high integrity
- strong planning, organising and monitoring abilities - an efficient time-manager
- self-driven and self-reliant - sets aims and targets and leads by example
- good interpersonal skills - works well with others, motivates and encourages
- high integrity, diligent and conscientious - reliable and dependable
- self-aware - always seeking to learn and grow
- seeks new responsibilities irrespective of reward and recognition
- emotionally mature and confident - a calming influence
- detailed and precise; fastidious and thorough
- decisive and results-driven; creative problem-solver
- good starter - enthusiastic in finding openings and opportunities
- creative and entrepreneurial networker - effective project coordinator
- reliable and dependable in meeting objectives - hard-working
- emotionally mature; calming and positive temperament; tolerant and understanding
- seeks and finds solutions to challenges - exceptionally positive attitude
- great team-worker - adaptable and flexible
- well-organised; good planner; good time-manager
- seeks new responsibilities and uses initiative; self-sufficient
- solid approach to achieving tasks and objectives; determined and decisive
- excellent interpersonal skills - good communicator, high integrity
- energetic and physically very fit; quick to respond to opportunities and problems
- active and dynamic approach to work and getting things done
- financially astute - conversant with accounting systems and principles
- tactical, strategic and proactive - anticipates and takes initiative
- systematic and logical - develops and uses effective processes
- good listener - caring and compassionate
- critical thinker - strong analytical skills; accurate and probing

- good researcher - creative and methodical - probing and resourceful
- facilitative project manager; develops and enables group buy-in
- persistent and tenacious sales developer; comfortable with demanding targets
- resilient and thorough - detached and unemotional
- completer-finisher; checks and follows up - immaculate record-keeper
- team-player - loyal and determined
- technically competent/qualified [state discipline or area, to whatever standard or level]
- task-oriented - commercially experienced and aware
- excellent inter-personal and communications skills
- sound planning and organizational capabilities
- results oriented - focused on productive and high-yield activities
- tolerant and understanding - especially good with young children/elderly people/needy people/disadvantaged people, etc
- emotionally mature - calming and positive temperament - compassionate and caring
- sensitive and patient interpersonal and communication skills
- high integrity and honesty; ethical and socially aware
- energetic and positive outlook, which often inspires others
- calm, reliable and dependable in meeting objectives - logical and numerate
- seeks and finds good outcomes to challenges
- adaptable and flexible; well-organised planner and scheduler
- seeks new responsibilities and uses initiative; self-sufficient

## **Experience-type examples:**

- planning
- monitoring and recording and reporting
- communicating
- working effectively in a team
- implementing and completing
- resolving and solving problems and challenges
- working under pressure and meeting demanding deadlines
- dealing with customers - internal and external
- dealing with suppliers and partners and associates
- supervising others and activities
- checking and policing
- researching and exploring
- analysing and investigating
- coordinating activities and work
- listening, understanding, empathising, helping and solving
- scheduling
- creating
- designing and developing
- controlling quality and testing
- carrying out processes and procedures
- using systems and tools
- operating equipment and tools reliably and safely
- operating and implementing procedures
- initiating and instigating
- developing and coaching and mentoring others
- teaching and training others
- decision-making
- negotiating and mediating
- interpreting and translating [situations, needs, demands, etc - not just words and language]
- managing activities
- directing activities
- determining direction, policy and strategy

**Scale indicators for CV** (descriptions which could be attached to the above activities):

- number of staff
- geographical territory
- number of accounts
- annual turnover or revenue
- annual cost budgets
- plant or asset value
- size of location or site
- number of departments
- number of locations
- international coverage
- number of distributors or customers
- value of business
- number of products
- number or scale of developments
- timings and work or project duration
- throughput or output
- speed of operation or turn-around
- travel or coverage
- cycle time or 'churn' or turnover (replacement) rate or percentage

**Context indicators** (which could be attached to the experience activities descriptions):

- industry sector or segment or niche (eg, 'Automotive, consumer servicing and repairs')
- business-to-business (B2B) or consumer (some people recognise this as B2C)
- type of organisation - private company, public company, institutional, not-for-profit, etc
- other organisational descriptions
- organisational culture, structure, management style (be positive - not blaming or critical)
- area or region
- type department or division
- precise work or job function
- product or services descriptions
- expertise and quality standards and levels
- market position and share
- competitive position
- trends - increasing, reducing, declining, mature, developing, etc
- distribution model
- maturity of business or sector
- other factors, pressures, growth, etc

## **EXAMPLES OF NON-WORK EXPERIENCE**

- voluntary work
- fund-raising
- grants and funding applications
- committee membership of societies and clubs
- organising things - at school, college, university, local community
- campaigning for a cause
- collecting things
- making things
- running a part-time business
- teaching and helping people
- caring for people
- creating things - art, writing, photography, sculpture, etc
- languages
- sports and fitness
- games and competitions
- organising events and outings
- entertaining and performing
- computers and telecoms
- music and singing
- theatre and dance
- local politics and trade union activities/responsibilities
- becoming expert and accumulating knowledge in anything
- reading
- travel
- thinking and philosophising
- meditating and religious pursuits
- overcoming personal difficulties (see disabilities and difficulties below) - turn these to a positive advantage and statement of determination, experience and emotional maturity