

Profile Builder Power Words

We identify with words and phrases that best describe us. Use the chart below to help you to write the profile and skills statements of your resume.

Accurate	Counseling	Friendly	Navigating	Conscientious	Sense of humor
Action oriented	Courageous	Funny	Negotiating	Considerate	Sensitive
Activating	Courteous	Gathering information	Objective	Consistent	Serious
Active	Creative	Generating ideas	Observant	Constructive	Simplifying
Adaptable	Credible	Generous	Open	Controlling	Sincere
Administering	Critical thinking	Giving feedback	Open minded	Cooperative	Skillful
Adventurous	Cultured	Gratitude	Optimistic	Coordinating	Social intelligence
Advising	Curious	Guiding	Orderly	Fearless	Social skills
Aggressive	Data input	Handling	Organized	Finalizing	Sophisticated
Agreeable	decisive	Hardworking	Originality	Finding	Spontaneous
Alert	Dedicated	Harmonious	Outgoing	Flexible	Steadfast
Ambitious	dependable	Helpful	Overhauling	Focused	Stimulating
Amiable	detailed	Honest	Overseeing	Forceful	Straightforward
Analytical	Determined	Hope	Patient	Formulating	Strategic thinking
Appreciative	Developing people	Humorous	People skills	Marketing	Strategizing
Approachable	Devoted	Idealistic	Perceptive	Meeting people	Successful
Arranging	Diligent	Imaginative	Perseverance	Mentoring	Succinct
Articulate	Diplomatic	Impartial	Persistent	Methodical	Supervising
Artistic	Directing	Implementing	Personable	Meticulous	Systematic
Assertive	Disciplined	Independent	Persuading	Monitoring	Tactful
Athletic	Discovering	Industrious	Persuasive	Motivated	Talented
Attentive	Discreet	Influencing	Planning	Resourceful	Talkative
Autonomous	dynamic	Ingenuity	Positive	Respectful	Teaching
Balancing	Eager	Initiating	Practical	Responsible	Team oriented
Boundless	Easygoing	Innovative	Precise	Reviewing	Team-work
Brave	Economical	Inquisitive	Preparing	Scheduling	Technological
Briefing	Editing	Insightful	Presenting	Self-assured	Thinking creatively
Budgeting	Efficient	Inspiring	Prioritizing	Self-controlled	Thoughtful
Building teams	Eloquent	Instinctive	Problem solving	Will relocate	Resolving
Calm	Empathetic	Instructing	Procedural	Will travel	Tolerant
Capable	Empowering	Integrity	Productive	Willpower	Tracking details
Careful	Encouraging	Intelligent	Proofreading	Wisdom	Training
Caring	Energetic	Intuitive	Prudence	Writing	Trouble-shooting
Charismatic	Enterprising	Kind	Punctual	Competitive	Trustworthy
Charming	Entertaining	Knowledgeable	Qualifying	Compiling	Unbiased
Checking	Enthusiastic	Launching	Questioning	Confident	Understanding
Cheerful	Evaluating	Leadership	Realistic	Fair	Uniting
Citizenship	Examining	Leading	Receptive	Faithful	Updating
Clever	Excellent	Learning	Recording	Resolute	Upgrading
Coaching	Excited	Listening	Reflective	Love of learning	Verbalizing
Communicative	Explaining	Lively	Relaxed	Loyal	Versatile
Compassionate	Extroverted	Locating	Reliable	Managing	Vigorous
Competent	Exuberant	Logical	Reporting	Researching	Visionary

Vocation and Professional Development

careerservices@concordia.edu

512-313-5041

Cedel Hall, Room 244