

# Useful Words and Phrases

---

## *About Your Skills and Abilities*

Analyzed	Developed	Qualified for
Assisted	Economized, saved money	Recruited
Communicated	Implemented	Solved problems
Conceived (an idea)	Innovated	Supervised, managed, administered
Contributed	Learned	Trained, indoctrinated, taught
Created	Led	Understood
Created profit, profitabability	Organized, systematized, installed	Worked well with others
Delegated	Planned	Wrote, composed, created copy

## *About Your Accomplishments*

Accomplished	Reduced, expanded
Achieved	Reorganized
Contributed	Restored
Increased	Saved
Introduced	Sold
Progressed	Succeeded

## *Other Useful Words and Phrases*

Talent for recognizing	Able to see
Credited with	Awareness of
Broad administrative background	Competent in
Record of consistent	Intimately familiar
Comprehensively trained and experienced	Experienced in establishing effective
Talent for analysis and organization of	Experienced in most aspects of
Accustomed to complete management responsibilities	Competent trainer, leader, developer of manpower
Successful record as	Record of major contributions in
Successful career as	Excellent public speaker
Expert/leader in	Skilled in
Exceptionally consistent record of	Ability to conceptualize and implement
Effective	Complete knowledge of
Demonstrated ability in	Self-starter and innovative
Record of continuous promotion	Comprehensive experience
Extensive educational background	Practical experience in