# **310 Resume Power Adjectives That Define Your Value Proposition**



So, you have done all the work to cultivate your personal brand and define your value proposition, now what? Making sure that you are effectively sharing your unique skills and qualifications involves not only using dynamic action verbs to describe what you have done but also using power adjectives to describe who you are. Dynamic action verbs support your value proposition and power adjectives support your personal brand.

Your personal brand is what makes you memorable. It is your personal brand that helps you stand out from the thousands of other people like you. It gives you the opportunity to highlight your strengths and your passions. It helps people believe they know you better, and people have much higher trust in those they feel they know; even public people they have never met personally.

A personal brand statement is 1-3 sentences that explain what you do and why you are unique in your field. Think of it as your catchphrase – a tagline or slogan for marketing yourself!

You want your personal branding to be consistent. At all times you want to stay true to your brand.

# Accounting

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

# Administration

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

# **Analytical/Critical Thinking**

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



#### **Creativity and Innovation**

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

# Effectiveness

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

# **Customer Service**

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



# Engineering

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

#### Enthusiasm

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



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#### **Food Service**

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



#### **Hard Working**

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

# **Information Technology**

- Adept •
- Advanced •
- Complex
- Diverse
- Expert
- Groundbreaking
- Ingenious •
- Innovative
- Productive
- Proficient
- Resourceful
- Robust
- Sophisticated •
- Strategic •

# Leadership

- Accountable •
- Approachable •
- Authentic
- Charismatic
- Driven
- Energized
- Ethical
- Inclusive •
- Influential
- Inspiring
- Passionate
- Principled
- Reliable
- Servant Leader
- Strategic
- Transformational
- Trustworthy •
- Versatile •

# **Marketing and Sales**

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

# Nursing

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



# Organization

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

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#### **Project Management**

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



# Reliability

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

# Retail

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

#### **Teamwork and Communications**

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



# Versatility

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

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