

## Stuck for the right word?

Here are some words that might help when you are applying for a job and have to write a letter, complete an application form or create a CV.

Words to describe yourself		
<p><b>Able</b> Accurate Achieved Adaptable Alert Ambitious Appreciative Articulate Assertive Aware</p> <p><b>Bright</b></p> <p><b>Calm</b> Caring Capable Cheerful Conscientious Competent Confident Creative</p> <p><b>Decisive</b> Dependable Diplomatic Dynamic</p> <p><b>Efficient</b> Energetic Enthusiastic Experienced</p> <p><b>Fit</b> Firm</p>	<p>Imaginative Intelligent Inventive</p> <p><b>Knowledgeable</b></p> <p><b>Loyal</b></p> <p><b>Mature</b> Methodical Motivated</p> <p><b>Outgoing</b> Organised</p> <p><b>Patient</b> Perceptive Persistent Practical Punctual</p> <p><b>Qualified</b> Quick</p> <p><b>Rational</b> Ready Realistic Reliable Resourceful Responsible</p> <p><b>Self-motivated</b> Self-reliant Serious</p>	<p><b>Tactful</b> Talented Thoughtful Thorough Trained Trustworthy</p> <p><b>Versatile</b></p> <p><b>Willing</b></p>

## Words to describe things you have done and how you did them

<b>Achieved</b>	<b>Found</b>	<b>Opened</b>	<b>Taught</b>
Administered		Operated	Tested
Acted	<b>Generated</b>	Organised	Trained
Analysed	Guided		
Arranged		<b>Participated</b>	<b>Upgraded</b>
Assisted	<b>Handled</b>	Performed	Used
Attended	Headed	Planned	
	Helped	Prepared	<b>Won</b>
<b>Booked</b>		Presented	Wrote
Budgeted	<b>Identified</b>	Processed	
	Implemented		
<b>Checked</b>	Improved	<b>Reorganised</b>	
Coached	Increased	Resolved	
Completed	Initiated	Reported	
Compiled	Installed	Recruited	
Consulted	Invented	Reduced	
Contributed	Investigated	Researched	
Created		Reviewed	
	<b>Led</b>		
<b>Demonstrated</b>	Liaised	<b>Saved</b>	
Designed		Set up	
Devised	<b>Maintained</b>	Scheduled	
Developed	Managed	Supervised	
	Marketed	Sold	
<b>Edited</b>	Monitored	Selected	
Established	Motivated	Solved	
Exercised			
Explored	<b>Negotiated</b>		

### Free vacancy service

Register with our free vacancy service to be sent details of suitable jobs by text or email. To register, simply visit your nearest Youth & Connexions centre or call **01473 260174/260184**. You can also apply for jobs 24/7 at **[www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)**

Don't forget that Connexions advisers can give you more help if you need it (e.g. writing a CV and preparing for interviews). They can also give you information about Apprenticeships, training and returning to education. More information on training and courses in Suffolk can be found at **[www.future4me.org.uk](http://www.future4me.org.uk)**

### Youth & Connexions Service drop-in centres

43 St Andrews Street South, BURY ST EDMUNDS IP33 3PH

Phone: 01284 768493

Infobar, 37 - 43 Fore Street, IPSWICH IP4 1JL

Phone: 01473 341800

Opportunity House, 35 - 37 London Road North, LOWESTOFT NR32 1BH

Phone: 01502 508680

The Cangle, HAVERHILL CB9 9PF (Open Mon - Wed, 10 - 12 midday and 1pm - 3pm)

Phone: 01440 765050

**More work-related factsheets and leaflets can be downloaded from [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)**