

# 500+ Descriptive Words

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It's easy to get stuck when it comes to describing your personality, your work style and your interpersonal skills. Whether it's on your resume, in your cover letter, during an interview, or part of your "elevator pitch", here are 500+ positive adjectives and descriptive words that you can use to help you stand out.

Be sure to also consider the various tenses of each word and how that changes its meaning.

For example, saying "I am *respectful*" means something different than "I am *respected*".

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Able	Articulate	Challenging
Accomplished	Artistic	Changeable
Accountable	Assembled	Changed
Accurate	Assertive	Charming
Achieve	Assist	Cheerful
Active	Astute	Clarified
Active listener	Attained	Clear
Adaptable	Attentive	Coached
Adept	Authored	Coherent
Administer	Authorized	Cohesive
Advanced	Awarded	Collaborative
Adventurous	Aware	Collected
Advised	Balanced	Comforting
Advocated	Behavioral	Commended for
Aggressive	Big Hearted	Commercial
Agile	Boosted	Committed
Alert	Broad Minded	Communicative
Ambitious	Businesslike	Compassion
Amiable	Calculated	Competed
Amicable	Calm	Competent
Amplified	Campaigned	Competitive
Analytical	Candid	Completed
Answered	Capable	Complex
Appreciative	Cared for	Composed
Approved	Caring	Comprehensive
Arranged	Chaired	Conceived

Concerted	Customer Oriented	Easy Going
Concerned	Cutting Edge	Eclectic
Conducted	Decisive	Economical
Conduct	Decreased	Edited
Confidence	Dedicated	Educated
Confident	Deep	Effective
Conflict Management	Defined	Efficient
Conflict Resolution	Delegated	Elegant
Conscientious	Delivered	Eliminated
Conserved	Demonstrated	Emotional
Consistent	Dependable	Empathetic
Consolidated	Designed	Enabled
Constructive	Detail Oriented	Encouraging
Constructive Criticism	Detailed	Energetic
Consult	Determined	Enforced
Contracted	Develop	Engaged
Contributor	Developing Rapport	Engaged In
Controlled	Devise	Ensured
Controversial	Devoted	Enterprising
Converted	Diligent	Enthusiastic
Cooperate	Diplomatic	Entrepreneurial
Cooperative	Direct	Established
Coordinate	Directed	Estimated
Cordial	Discerning	Evaluate
Corresponded	Disciplined	Exact
Cost Effective	Discreet	Exceeded
Counseled	Discrete	Exceptional
Countless	Diverse	Exciting
Courageous	Diversify	Executed
Courteous	Documented	Expanded
Crafted	Down to Earth	Expedited
Creative	Driven	Experienced
Creative Thinker	Dynamic	Expert
Critical	Eager	Expertise
Critiqued	Earned	Extensive
Cultivated	Earnest	Extraverted
Curious	Easily	Facilitator
Customer Focused	Easy	Fair

Fashioned	Honest	Interviewing
Fast	Hosted	Introduced
Fastidious	Humor	Introverted
First Class	Ideal	Inventive
Flexible	Identified	Investigative
Fluent	Illustrated	Keen
Focused	Imaginative	Kind
Follow	Impactful	Knowledgeable
Forceful	Impartial	Launched
Foresight	Implemented	Lead
Forged	Improved	Leader
Forgiving	Incorporated	Leadership
Formalized	Increased	Lectured
Formulated	Incredible	Liaison
Fostered	Independent	Lighthearted
Founder	Individual	Listening
Friendly	Industrious	Lobbied
Frugal	Influenced	Logical
Fun	Influential	Loyal
Functional	Informed	Made
Funny	Ingenious	Maintained
Gained	Initiated	Managed
Generated	Initiative	Management
Generous	Initiator	Master
Genuine	Innovative	Mature
Goal Oriented	Inquiry	Maximized
Grew	Insightful	Measured
Groundbreaking	Inspected	Mediate
Grounded	Inspirational	Mentor
Group Facilitating	Inspired	Mentoring
Guided	Inspiring Trust	Methodical
Hard Working	Instructing	Meticulous
Harmonious	Instrumental	Modest
Headed	Intellectual	Monitored
Helped	Intelligent	Motivated
Helpful	Intense	Multifaceted
Helping Others	Interactive	Negotiate
High Level	Interpreted	Negotiator

Networking	Political	Reconciled
Novel	Positive	Recorded
Objective	Positive Rapport	Recruited
Observant	Positive Reinforcement	Reduced
On Time	Powerful	Reflective
Open	Practical	Regulated
Open Minded	Practiced	Reinforced
Open to Feedback	Precise	Relatable
Operated	Prepared	Relationship Management
Optimistic	Present	Reliable
Orchestrated	Proactive	Reliant
Orderly	Problem Solving	Remodeled
Organized	Produce	Removed
Oriented	Productive	Reorganized
Original	Professional	Repeated
Originated	Proficient	Represent
Outgoing	Profitable	Researched
Outperformed	Programmed	Resilient
Oversaw	Progressive	Resolved
Participate	Promoted	Resourceful
Participatory	Proposed	Respected
Particular	Proved	Respectful
Passionate	Public Speaker	Responsibility
Patience	Publicized	Responsible
Patient	Punctual	Responsive
Perceptive	Put Together	Restructured
Perfected	Qualified	Results Driven
Performed	Quality	Results Oriented
Persistent	Quantified	Revamped
Personable	Quick	Revenue Generator
Persuade	Quick learner	Reviewed
Piloted	Rated as	Revised
Pinpointed	Reached	Revitalized
Pioneer	Readily	Revolutionary
Planned	Realist	Risk Taker
Planner	Realistic	Robust
Playful	Rebellious	Saved
Pleasant	Recommended	Savings

Savvy	Strategic	Tolerance
Scheduled	Streamlined	Tolerant
Screened	Strength	Top Performer
Self Aware	Strengthened	Tracked
Self Determined	Strong	Traditional
Self Development	Strong Personal Values	Trained
Self Disciplined	Strong Willed	Transformed
Self Reliant	Strongly	Translated
Self Starter	Structured	Trusted With
Sense of Humor	Studious	Trustworthy
Sensible	Subject Matter Expert	Unconventional
Sensitive	Succeeded	Undertook
Set-up	Successful	Unique
Showcased	Superior	Unprecedented
Significant	Supervised	Unselfish
Simplified	Support	Up To Date
Sincere	Supportive	Upbeat
Skilled	Surpassed	Updated
Skillful	Sustainable	Valid
Smooth	Sympathy	Vast
Sociable	Systematic	Verified
Social	Tactful	Versatile
Socially Conscious	Talented	Vibrant
Solid	Taught	Vigorous
Solved	Team Building	Visionary
Sophisticated	Team Minded	Warm
Spearheaded	Team Player	Well Grounded
Speedy	Teamwork	Wholehearted
Spirited	Tenacious	Wise
Spontaneous	Tested	Witty
Standardized	Thorough	Won
Starter	Thoughtful	Worked
Steadfast	Timely	World Class
Step-by-step	Tireless	