

Resume Adjectives and Adverbs

Adjectives (words that describe YOU)

Able	Easygoing	Personable
Accomplished	Effective	Poised
Accurate	Efficient	Polished
Active	Empathetic	Polite
Adaptable	Energetic	Positive
Adept	Enterprising	Practical
Adventurous	Enthusiastic	Precise
Agreeable	Ethical	Principled
Analytical	Exceptional	Productive
Articulate	Experienced	Professional
Artistic	Extroverted	Proficient
Attentive	Faithful	Punctual
Calm	Fearless	Purposeful
Capable	Flexible	Qualified
Careful	Fluent	Reliable
Caring	Friendly	Resilient
Cheerful	Generous	Resourceful
Collaborative	Genuine	Respectful
Committed	Goal-oriented	Responsible
Compassionate	Good-natured	Self-confident
Competent	Hard-working	Sensible
Confident	Healthy	Serious
Congenial	Helpful	Sincere
Conscientious	Honest	Skillful
Considerate	Industrious	Stable
Consistent	Innovative	Steady
Cooperative	Intuitive	Strong
Courageous	Inventive	Studious
Creative	Kind	Successful
Curious	Knowledgeable	Supportive
Dedicated	Loyal	Tactful
Deliberate	Mature	Talented
Dependable	Methodical	Teachable
Determined	Motivated	Technical
Diligent	Open-minded	Thorough
Diplomatic	Organized	Thoughtful
Disciplined	Outgoing	Tolerant
Discreet	Passionate	Trustworthy
Dynamic	Patient	Versatile
Eager	Perceptive	Willing

Resume Adjectives and Adverbs

Adverbs (words that describe HOW you do something)

Ably	Entirely	Rightly
Accurately	Expertly	Rigorously
Actively	Extensively	Selectively
Adeptly	Faithfully	Sensibly
Admirably	Fearlessly	Sensitively
Agreeably	Firmly	Seriously
Amply	Flawlessly	Significantly
Alertly	Flexibly	Sincerely
Appropriately	Fluently	Skillfully
Artistically	Formally	Smoothly
Attentively	Fully	Solidly
Calmly	Generously	Spontaneously
Capably	Honestly	Steadily
Carefully	Honorably	Strongly
Caringly	Independently	Substantially
Cheerfully	Intelligently	Successfully
Compassionately	Logically	Systematically
Competently	Methodically	Tactfully
Completely	Meticulously	Thoroughly
Confidently	Painstakingly	Thoughtfully
Conscientiously	Patiently	Uniquely
Considerably	Perfectly	Vigorously
Consistently	Persuasively	Wisely
Cooperatively	Politely	
Correctly	Precisely	
Creatively	Productively	
Deliberately	Professionally	
Dependably	Proficiently	
Diligently	Profitably	
Diplomatically	Properly	
Discreetly	Friendly	
Dutifully	Purposefully	
Dynamically	Quickly	
Eagerly	Quietly	
Easily	Rationally	
Effectively	Realistically	
Efficiently	Reliably	
Effortlessly	Resourcefully	
Energetically	Respectfully	
Enthusiastically	Responsibly	