

Useful Words and Phrases

About Your Skills and Abilities

Analyze	Develop	Qualify for
Assist	Economize, save money	Recruit
Communicate	Implement	Solve problems
Conceive (an idea)	Innovate	Supervise, manage, administer
Contribute	Learn	Train, indoctrinate, teach
Create	Lead	Understand
Create profit, profitabability	Organize, systematize, install	Work well w/others, in harmony
Delegate	Plan	Write, compose, create copy

About Your Accomplishments

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

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	Competent trainer, leader, developer of
responsibilities for	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-starting and innovative
Record of continuous promotion	Comprehensive experience
Extensive educational background	Practical experience in