

RESUME/LETTER WRITING

Adjective and adverbs list



Career Services

accurate (ly)	constructive (ly)	experienced	instinctive (ly)	perfect (ly)	solid (ly)
active (ly)	contagious	expert (ly)	instructive (ly)	persistent (ly)	sophisticated
adept (ly)	continuous (ly)	extensive (ly)	instrumental (ly)	pioneering	spontaneous (ly)
advantageously	contributed	extreme (ly)	integral	pleasant (ly)	straightforward (ly)
agreeable(ly)	toward	exuberant	intellectual (ly)	poised	strategic (ally)
aggressive(ly)	cooperative (ly)	exuded	intelligent (ly)	polite (ly)	steady (ily)
all-inclusive (ly)	courageous (ly)	fair (ly)	intensive (ly)	practical (ly)	stimulating
alluring (ly)	courteous (ly)	fair-minded (ly)	intimate (ly)	precise (ly)	strong (ly)
ambitious (ly)	creative(ly)	faithfully	inventive (ly)	preserving (ly)	strong-minded (ly)
analytical (ly)	credible (ly)	familiar (ity) with	joyous (ly)	productive (ly)	studious
appreciable (ly)	curious (ly)	fearless (ly)	justifiable (ly)	professional (ly)	substantial (ly)
apt (ly)	decided (ly)	firm (ly)	kind-hearted (ly)	proficient (ly)	successful (ly)
artistic(ally)	decisive (ly)	flexible (ly)	knowledgeable	profitable (ly)	supportive (ly)
assertive (ly)	deft (ly)	forceful (ly)	large (ly)	progressive (ly)	tactful (ly)
astute (ly)	deliberate (ly)	formal (ly)	leading	protective (ly)	team-player
attentive(ly)	delightful (ly)	frank (ly)	likable	proud (ly)	technical (ly)
attractive (ly)	demonstrably	friendly	lively	prudent (ly)	tenacious (ly)
authoritative (ly)	depend (ably)	functional (ly)	logical (ly)	punctual	thorough (ly)
avid (ly)	detailed	generous (ly)	loyal	purposeful (ly)	thoughtful (ly)
aware	determined	gentle/ gently	masterful (ly)	quick (ly)	tolerant
beneficial (ly)	dignified	glad (ly)	mature	quiet (ly)	tough
bold (ly)	diligent (ly)	good-natured	meaningful (ly)	rare (ly)	truthful (ly)
brave(ly)	diplomatic (ally)	gregarious (ly)	methodical (ly)	rational (ly)	trustworthy
broad (ly)	direct (ly)	happy/ happily	meticulous (ly)	readily	unbiased
businesslike	discreet (ly)	hard-working	moderate (ly)	realistic (ally)	uncommon (ly)
calm (ly)	distinctive (ly)	harmonious	modern	receptive	understanding (ly)
candid (ly)	diversified	hand (ily)	modest (ly)	reflective (ly)	unexcitable (ably)
capable (bly)	driving	healthy	motived	regular (ly)	unfailing (ly)
careful (ly)	dynamic	helpful (ly)	natural (ly)	relentless (ly)	unique (ly)
cautious (ly)	eager (ly)	high (ly)	neutral (ly)	reliability	unusual (ly)
challenging	ease (ily)	highest	new and	reliable (ly)	upbeat
charming (ly)	effective (ly)	high-level	improved	remarkable (ly)	urgent (ly)
cheerful (ly)	effectual (ly)	honest (ly)	notable (ly)	resilient (ly)	varied
clear (ly)	efficient(ly)	honorable	obedient (ly)	resourceful (ly)	verbal (ly)
clever (ly)	effortless (ly)	humorous (ly)	objective (ly)	responsible (ibly)	versatile
coherent (ly)	enchanted	imaginative (ly)	open (ly)	rigorous (ly)	vigorous (ly)
cohesive (ly)	encouraging	impartial (ly)	open-minded (ly)	routine (ly)	virtual (ly)
comfortable (ly)	energetic (ally)	immediate (ly)	optimistic (ally)	secure (ly)	vital (ly)
committed (ly)	enormous (ly)	impressive (ly)	organized	selective (ly)	vivacious (ly)
competent (ly)	enterprising	incisive (ly)	original (ly)	self-controlled	warm (ly)
competitive (ly)	entertaining	in-depth	outgoing	self-starter	wide (ly)
complete (ly)	enthusiastically	independent (ly)	outstanding (ly)	sensible (ibly)	willing (ly)
comprehensive (ly)	entire (ly)	individualistic(ly)	painstaking (ly)	sensitive (ly)	wise (ly)
conclusive (ly)	especially	industrious (ly)	particularly	serious (ly)	wonderful (ly)
confident (ly)	excellent	informal (ly)	passionate (ly)	significant (ly)	
conscientious (ly)	exceptional (ly)	ingenious (ly)	patient (ly)	sincere (ly)	
considerate (ly)	exciting (ly)	inherent (ly)	peaceful (ly)	skillful (ly)	
consistent (ly)	exclusive	innovative (ly)	penetrating (ly)	sociable (y)	
	exhaustive (ly)		perceptive (ly)		