

Careers and Employability Service

Useful Phrases

Introduction

Sometimes it can be hard to think of new and interesting phrases which don't sound clichéd or awkward. Using a variety of language keeps the reader's interest and can demonstrate confident use of communication skills. Read through your document carefully and make sure you haven't overused your favourite phrase/s. If you have, make use of these examples to provide an alternative.

Experience	Ability
Demonstrated skills in...	Trained in...
Extensive academic/practical background in...	Proficient in/competent at...
Experienced in all aspects of...	Initially employed to...
Knowledge of/experienced with/proficient in...	Expert at...
Provided technical assistance to...	Working knowledge of...
Typical projects included...	Organised...
Carrying out this role involved...	Co-ordinated...
Success	Responsibilities
Promoted to...	In charge of...
Succeeded in...	Supervised/delegated...
Proven track record in...	Now involved in/co-ordinate...
Experience involved/included...	Familiar with...
Successful in/at...	Employed to/handle
Instrumental in...	Assigned to...
Delivered...	Project managed...

Roles	Personal Attributes
Analysed/evaluated...	Committed to...
Established/created/designed...	Confident...
Formulated...	Enthusiastic user of...
Initiated...	Thorough...
Orchestrated...	Positive about ...
Managed...	Adaptable ...
Presented...	Professional attitude towards ...
Actively sought...	Flexible ...