

| | Descriptors | Summary of Qualifications Examples | Action Verbs | Examples bullets |
|---------------------|--|---|--|---|
| Achiever | Driven, Diligent, Intense, Self-motivated, Independent, Productive, stamina, hard-worker, dedicated, ambitious, assertive, ambitious, enterprising | Productive, hard-working and dedicated to the completion of any task assigned Effective and unpressured with time-sensitive tasks | Accomplished, chaired, completed, delivered, developed, expanded, facilitated, improved, increased, lowered, produced, raised, reduced | Increased/raised sales by 20% in first two months of employment Regularly completed daily assignments ahead of schedule and began further tasks |
| Arranger | Orchestrator, Coordinator, Enlistee, Multi-thinker, Organized, flexible, productive, identifies relationships, arrange for maximum productivity, strategic, attentive | Organized and efficient , with a strong eye for improving current systems | conducted, connected, controlled, coordinated, determined, devised, established, facilitated, implemented, organized, reviewed, streamlined | Streamlined communications process between departments in a more effective manner Redesigned stock unit to maximize space usage and ease of locating items |
| Belief | Altruist, Missionary, Purpose-driven, value-oriented, driven, vision, ethical, consistent, inspirational, dependable, leader, trustworthy, faith-centered, steadfast, honest | Team player who inspires colleagues and leads by example Dependable, consistent and driven by a strong code of ethics | guided, influenced, Inspired, instilled, maintained, modeled, motivated, persuaded, recruited, upheld | Upheld commonly ignored company policies and practices, including . . . Modeled integrity and instilled an appreciation for accuracy in new employees |
| Consistency | Equality, equity, fair, standards, people-focused, balanced, attentive, conscientious, dependable, diplomatic, systematizer, | People-focused team-player with a passion for creating and maintaining equity Fair-minded and impartial supervisor who applies consistent expectations throughout his/her staff | adhered, applied, arbitrated, clarified, developed, enabled, maintained, managed, mediated, organized, reinforced, reorganized, resolved, reviewed | Clarified procedures personal time off requests by developing universal guidesheet for entire department Arbitrated staff disputes with non-partisan decision-making tactics |
| Deliberative | Detail-oriented, data-driven decision maker, conscientious, attentive, conscientious, planner, risk-assessor, | Conscientious critical-thinker who considers multiple factors in the decision-making process | analyzed, anticipated, compared, considered, contemplated, critiqued, defined, detected, determined, edited, established, examined, researched | Compared results to expected outcomes and adjusted approaches accordingly Examined and used customer feedback to inform updates in store practices |
| Discipline | Organized, consistent, structured, steadfast, time management, work independently, assertive, attentive, conscientious, dependable, planner, reliable, systematic | Steadfast and reliable self-starter who is equally productive when working independently or on a team Excellent time-management skills that enable me to establish and consistently meet deadlines | categorized, clarified, consolidated, controlled, defined, determined, enforced, established, maintained, Organized, prioritized, reported, reviewed | Clarified standards and practices by editing handbook to include up-to-date language and address current job-related scenarios Prioritized job assignments in order of importance and time sensitivity for self and colleagues |
| Focus | Director, Critical thinking, follow-through, dedicated, committed, efficient, goal-oriented, attentive, enterprising, | Goal-oriented visionary who cultivates colleagues' investment toward common ends Critical thinker who plans and prioritizes the most effective and efficient path towards success | adjusted, coordinated, corrected, defined, determined, established, evaluated, navigated, outlined, planned, prioritized, re-directed | Defined strategic plans to pursue both short-term and long-term departmental goals Sought teammates' input in both creating and setting frequency of benchmarks for success |

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| Responsibility | Strong work ethic, committed, self-starter, disciplined, consistent, structured, value-oriented, work independently, reliable, efficient, timeliness, punctuality, attentive, conscientious, dependable, honest, loyal, reliable, servant-minded volunteer, | Committed self-starter with a demonstrated history of strong work ethic and reliable task completion Excellent timeliness and punctuality who continually completes assignments well before the deadline | completed, decreased, delegated, Delivered, delivered, demonstrated, entrusted, helped, improved, increased, lowered, maintained, raised, reduced | Completed multiple complicated projects efficiently, effectively, and within defined timelines Entrusted with ever-increasing responsibilities and decision making due to strong work ethic and exceptional performance |
| Restorative | Problem-solver, resolve conflict, solution-focused, critical thinker, efficient, logical, resourceful, troubleshooter, investigative/or, | Problem-solver who identifies points of opportunity to increase effectivity and efficiency Solution-focused critical-thinker who defines objectives and sees them through to completion | applied, consolidated, corrected, counseled, critiqued, decreased, designed, detected, determined, devised, edited, eliminated, evaluated, expedited, identified, improved, increased, lowered, modified, overhauled, raised, reduced, repaired, resolved, revised, streamlined, streamlined, upgraded, | Compared actual results with those expected and adjusted approaches accordingly (Detected/determined/defined) inefficiencies in departmental processes and (developed/designed/devised) improved systems for replacement Increased/improved/raised customer satisfaction ratings by 10% within 5 months |
| Activator | Catalyst, Initiator, Starter, Originator, Influencer, action-focused, turn thoughts/discussion into action, results-oriented | Action-focused team member who brings plans to reality Results-oriented performer who defines strategies and sees them through to completion | advocated, applied, developed, exercised, facilitated, founded, helped, implemented, improved, increased, initiated, initiated, instituted, integrated, launched, lead, lowered, outlined, planned, prioritized, pursued, raised, reduced, trained | Developed action plan for trainings on corporate updates to policies and practices Met and exceeded weely sales challenge on 4 separate occasions |
| Command | Leader, decision-maker, work well under pressure, assertive, motivational, visionary, assertive, extraverted, | Assertive leader who can effectively oversee multiple initiatives simultaneously Motivational visionary who can set a course and gain buy-in from others to come along | advised, chaired, conducted, consulted, coordinated, counseled, defined, delegated, determined, directed, enforced, established, guided, implemented, influenced, initiated, launched, led, lowered, managed, motivated, outlined, oversaw, planned, presided, prioritized, supervised, | Prioritized preparation tasks for on-site inspections. Received passing scores for all inspections Managed a staff of 5 individuals, overseeing their scheduling and delegating assignments on a weekly basis |
| Communication | Presenter, Convert ideas to words, relater, effective, engager, motivational, trainer, visionary, extraverted, Storyteller, Writer | Effective communicator who conveys important information in an engaging and personable manner Trainer with experience presenting to very diverse populations in a variety of settings | advocated, connected, conversed, educated, encouraged, engaged, explained, hosted, inspired, involved, Presented, reported, represented, responded, trained, wrote | Successfully advocated for changes to union provisions Related to and encouraged troubled youth, meeting them where they were and providing a safe and caring environment within which to share |

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| Competition | Driven, dedicated, persistent, goal-oriented, assertive, aspire, assertive, ambitious, enterprising, | Driven and persistent go-getter who sees goals through to completion Team player who shares energy, encouragement and aspiration to his colleagues | achieved, completed, controlled, coordinated, improved, increased, lowered, raised, reduced, Strove | Office achieved highest sales in region four months in a row during tenure Lowered/reduced customer complaints by 25% in first three months |
| Maximizer | coach, leader, mentor, teacher, Increase efficiency and effectiveness, developer quality controller | Efficient and effective developer who can take an idea or practice and find new ways to improve upon it | collaborated, consulted, encouraged, expanded, expedited, helped, identified, improved, improved, increased, inspired, modified, motivated, streamlined, synthesized, updated, utilized | Consulted on various development initiatives throughout department Updated promotional materials to reflect current trends and relate better to the intended audience |
| Self-Assurance | Manager, decision-maker, confident, entrepreneur, leader, value-driven, work independently, dedicated, steadfast, assertive, self-reliant, risk-management, | Assertive and productive self-starter who is accustomed to working independently Value-driven entrepreneur with a history of successful business start-ups | advised, completed, consulted, delivered, developed, entrusted, maintained, managed, navigated, planned | Developed and maintained an ever-growing client base for own lawncare practice over the course of four summers Entrusted to provide consultation to manager on several departmental decision-making processes |
| Significance | altruistic, work independently, self-starter, driven, influential, impactful | Driven self-starter with a proven track record of increasing sales and meeting departmental goals Impactful and influential advocate for social justice within the community | achieved, completed, earned, focused, impacted, improved, increased, influenced, lowered, presided, raised, received, reduced, streamlined | Increased/raised sales by 20% in first two months of employment Recipient of employee-of-the-month multiple times in various roles |
| Woo | charismatic, create new connections, engager, synergistic, networking/er, influential, initiator, extraverted, outgoing, socializing/er | Natural networker who excels at building professional connections Charismatic and influential professional with ability to represent clients' needs across diverse business segments | coached, collaborated, communicated, connected, coordinated, developed, engaged, enlisted, hosted, influenced, inspired, involved, motivated, partnered, persuaded, recruited, related, strengthened | Developed relationships with community partners to strengthen organization's resource base Strengthened investment by key stakeholders in new policies and procedures by involving them in the decision-making process |
| Adaptability | Early adopter, Accommodator/ing, Creative, innovative, data-driven, flexible, multi-tasker, ever-changing environment, planner | Flexible team-player who easily adapts to an ever changing environment Innovative planner who develops (??) in response to shifts in expectations | anticipated, assisted, created, designed, developed, devised, diversified, educated, established, facilitated, helped, implemented | Designed/created innovative procedures to address shifts in customer needs by utilizing/using data-based decision making processes Anticipated potential contingencies in customer service and devised appropriate responses |

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| Connectedness | Create connections between key players, synergistic, build rapport, considerate, caring, accepting, equality, equity, faith-centered, Integrator, humanitarian, social advocated, appreciation/passion for diversity/inclusion, synthesizer, people-focused, facilitator, team-player, extraverted, insightful | <p>People-focused engager with a passion for creating equitable opportunities for marginalized individuals</p> <p>Considerate team-player with an ability to find commonalities and develop synergistic collaborations between individuals of varying backgrounds</p> | built, cared, collaborated, cooperated, coordinated, delegated, engaged, enlisted, facilitated, for, Identified, involved, selected, synthesized | <p>Planned departmental events by identifying common interests among the staff</p> <p>Collaborated with other staff to implement equity measures to create a stronger environment of inclusion</p> |
| Developer | People-focused, coach, promote individual growth, supportive, leader, trainer, professional growth, constructive, insightful | <p>People-focused leader who recognizes and uses opportunities to coach staff and peers</p> <p>Supportive trainer who helps others identify opportunities for professional growth</p> | acknowledged, advised, assessed, celebrated, coached, communicated, cultivated, delegated, encouraged, Guided, helped, hosted, influenced, inspired, listened, mentored, motivated, praised, recognized, strengthened, supported, trained | <p>Cultivated a space of confidence and respect through public acknowledgement of individual's accomplishments</p> <p>Mentored new employees regarding job details and office climate/culture in an informal, peer-friendly way</p> <p>Delegated veteran employees with new responsibilities and tasks to broaden their experience base</p> |
| Empathy | People-focused, analyzer, relatable, safe, welcoming, client-focused, rapport, communicator, mediator, emotional intelligence, insightful, perceptive, sensitive | <p>Excellent communicator who helps others articulate their thoughts and intentions clearly and with impact</p> <p>Exceptional emotional intelligence and ability to deescalate confrontational interactions</p> | advised, advocated, analyzed, assisted, coached, collaborated, communicated, connected, cooperated, counseled, deescalated, enabled, encouraged, engaged, envisioned, guided, helped, hosted, inspired, listened, mediated, Related, supported | <p>Assisted patients with basic life functions while maintaining an atmosphere of dignity and respect</p> <p>Developed supportive and empathetic rapport with individuals seeking help in extreme circumstances</p> |
| Harmony | Strive for consensus, collaborative, emotional intelligence, negotiator, team player, resolve conflict, coordinate discussion, mediator, diplomatic, sensitive | <p>Engaging team player who synthesizes individuals' ideas into a common plan or direction</p> <p>Mediator whose emotional intelligence helps facilitate conflict resolution with both understanding and impartiality</p> | assured, collaborated, communicated, cooperated, coordinated, deescalated, enabled, engaged, enlisted, facilitated, hosted, identified, involved, listened, mediated, moderated, resolved, solved | <p>Collaborated with major stakeholders in developing and implementing new strategies or techniques</p> <p>Resolved interpersonal conflicts between team members by facilitating consensus, therefore increasing productivity</p> |
| Includer | barrier-buster, Create an atmosphere of inclusion, empathetic, collaborative, extraverted, sensitive | <p>Empathetic activator with a passion for influencing change towards equity</p> <p>Inclusive event planner who values and considers multiple perspectives</p> | coached, collaborated, communicated, cooperated, coordinated, delegated, empathized, enabled, encouraged, engaged, enlisted, expanded, gathered, hosted, included, inspired, involved, related, supported, valued | <p>Moderated staff meetings, ensuring a safe and respectful environment for ideas and thoughts to be shared</p> <p>Coordinated inter-departmental events and parties with regard to personal scheduling to assure maximum inclusion</p> |

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| Individualization | Identify strengths, cultivate an atmosphere of cooperation, leader, collaborative, synergistic, builds rapport | <p>Leader with an eye for identifying and utilizing team members' strengths</p> <p>Excellent teacher whose classroom techniques accommodate for the various learning styles of the students</p> | Appreciated, built, coached, communicated, cooperated, coordinated, delegated, enabled, encouraged, engaged, enlisted, facilitated, hosted, identified, inspired, involved, maximized, recruited, selected, synergized, utilized | <p>Enabled team-level productivity by combining individuals' complimentary strengths for synergistic outcomes</p> <p>Designed calendar highlighting team members' birthdays, work anniversaries, and other important dates</p> |
| Positivity | enthusiastic, motivator, energetic/izer, encourager, synergistic, optimistic, performer, | Enthusiastic motivator who instills energy and Among peers | celebrated, coached, communicated, complimented, enabled, encouraged, encouraged, energized, facilitated, increased, inspired, involved, motivated, motivated, praised, strengthened | Implemented " Praise Points " box for peers to submit compliments for their colleagues to be read publicly once a month |
| Relator | caretaker, Team player, cooperative, rapport, people-centered, sensitive | <p>People-centered leader who invests in and acknowledges individual growth in each team member</p> <p>. . . who contributes to the strength of his/her team and supports teammates' initiatives</p> | coached, collaborated, communicated, connected, cooperated, engaged, helped, hosted, inspired, involved, listened, participated, represented, supported | <p>Built personal rapport with residents/patients so they would feel recognized and cared for as unique individuals</p> <p>Engaged with employees through weekly check-ins to discuss work-related issues as well as personal life and interests</p> |
| Analytical | Measurer, Fact-finder/user, Logician, Observer, Identify cause-and-effect, explore multiple facets, data-driven, objective, critical thinker, attentive, conscientious, logical, perceptive | <p>Objective analyst who is an excellent resource for impartial consultations</p> <p>Exceptional critical thinking skills that help identify causes as well as formulate solutions</p> | classified, compiled, consulted, designed, determined, devised, dissected, edited, educated, evaluated, examined, formulated, generated, identified, identified, informed, revised | <p>Used data-driven decision-making processes to explore trends and changes in customer behavior</p> <p>Evaluated and edited/revised emails/documents/communications for brevity without sacrificing important detail</p> |
| Context | Data-driven decision maker, learner, reflective, studios | <p>Studios learner who allows historical context influence decision making</p> <p>Exemplary leader who aligns major decisions with the organization's mission and values</p> | analyze, apply, consulted, counseled, defined, determined, dissected, established, examined, explain, reestablished, Research, researched, revisited | <p>Defined historical context and outcomes to better plan for resolution to current challenges</p> <p>Delivered presentations to help staff understand the 'why' behind new changes and directions</p> |

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| Futuristic | Energetic, forecaster, visionary, synergetic, strategic | Energetic/strategic/synergistic visionary who develops goals and sees them through | defined, determined, developed, Energized, engaged, identified, inspired, motivated, outlined, planned, reflected, synergized, visualized | Defined strategic plans to meet both short-term and long-term departmental goals |
| Ideation | designer, inventor, artist, innovator, Synthesizer, creative, innovative, imaginative | Creative designer with an eye for opportunities to improve efficiency and effectivity | conceived, created, designed, developed, drafted, engineered, formulated, generated, Identified, increased, initiated, inspired, instituted, integrated, introduced, lowered, proposed, raised, reduced, synthesized | Developed and introduced several new tools to the department to help expedite processes Identified alternative solutions/options to replace ineffective means for satisfying customers/guests |
| Input | Life-long learner, attentive, resourceful, | Critical-thinker with excellent recall and ability to identify pertinent archived data | archived, categorized, collaborated, Collected, collected, compiled, consulted, designed, gathered, generated, graphed, maintained, obtained, organized, organized, researched, researched, solved, studied | Maintained records and compiled tables/graphs for review by supervisor Organized and redesigned neglected filing system and materials for easy access |
| Intellection | Introspective, reflective, analytical, creative, logical, writer, | Introspective critical-thinker who enjoys exploring and discussing new ideas and concepts | analyzed, compared, conceived, consulted, counseled, critiqued, determined, developed, discussed, dissected, educated, evaluated, explained, explored, focused, generated, identified, informed, instructed, researched, solved, studied, synthesized | Compared theory to results and used this data to revise overall approach Consulted on multiple committees for process improvement |
| Learner | Life-long learner, self-improvement, adaptable, attentive, | Life-long learner who seeks opportunities for continuous professional development | acquired, explored, familiarized, identified, informed, instructed, mastered, researched, researched, solved, studied | Gathered and studied relevant data to assist supervisor in planning processes Familiarized self with wide array of internal processes and policies, in turn serving as a resource for new employees on these topics |

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| Strategic | Innovative, creative, critical thinker, data-driven, evaluator, planner, problem-solver, conscientious, logical, perceptive | Effective planner who takes goals and outlines the best path to their completion Problem-solver who can effectively and objectively navigate solutions and put out fires | analyzed, compared, consolidated, consulted, coordinated, counseled, critiqued, defined, designed, determined, developed, devised, dissected, diversified, established, evaluated, formulated, Identified, implemented, instituted, integrated, launched, navigated, planned | Analyzed results and adjusted approaches accordingly to better meet goals Defined strategic plans to meet both short-term and long-term departmental goals Developed/devised/designed several strategic responses/innovative approaches to meet unexpected challenges in staffing, material loss, etc. |

Resources: <https://academicaffairs.iupui.edu/Renderers/ShowMedia.ashx?id=08ae59be-312c-49bf-885f-23fffd28b63c> <https://justenglish.me/2014/03/26/155-key-words-for-resume-and-cover-letter-construction/> Cards loaned by Sue Kraus for Strengths interpretations <https://www.livecareer.com/career-tips/career-advice/soft-skills-in-demand>

NOTE 2-page handout gives **connectedness** a 'things and events' focus, while weblink gives it a 'people' focus