Power words

The following list may be used as a resource to help you describe your skills and abilities in a positive way. Instead of just saying that you’ve got computer skills, try expressing it more accurately and positively such as ‘Proficient in word processing’.

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| * Able to... * Experienced in... * Good at... * Displayed... * Competent... * Capable of... * Thorough command of... * Proven ability in... * Demonstrated ability... * Involved in... * Holder of current... licence * Excellent... skills | * Accurate... skills * Qualified... * Confident... * Strong awareness of... * Practical approach to... * Creative in areas of... * Skilled in... * Ability to... * Proficient in... * Thorough understanding of... * Extensive experience in... * Worked in/with... | * Knowledge of... * Responsible for... * Operated... * Awareness of... * Trained in... * Familiar with... * Understanding of ... * Accountable for... * Kept records of... * Used... machinery/ equipment * Performed... * Effective... skills |