

RESUME/LETTER WRITING

Adjectives & Adverbs Add Impact

accurate(ly)	cooperative(ly)	flexible(bly)	likable	professional(ly)	strong-minded
active(ly)	courageous(ly)	forceful(ly)	lively	progressive(ly)	studious
agreeable(ly)	creative(ly)	formal(ly)	logical(ly)	protective	successful(ly)
aggressive(ly)	credible(ly)	frank(ly)	loyal	proud	supportive
alluring(ly)	curious(ly)	friendly	mature	prudent(ly)	tactful(ly)
ambitious(ly)	deliberate(ly)	generous(ly)	methodical(ly)	punctual	team-player
analytical(ly)	delightful(ly)	gentle	meticulous(ly)	purposeful(ly)	tenacious(ly)
artistic(ly)	detailed	good-natured	moderate(ly)	quick(ly)	thorough(ly)
assertive(ly)	determined	happy	modern	quiet(ly)	thoughtful(ly)
attentive(ly)	dignified	hard-working	modest(ly)	rational(ly)	tolerant
bold(ly)	diligent(ly)	harmonious	motivated	realistic(ly)	tough
brave(ly)	discreet(ly)	healthy	natural(ly)	receptive	trustworthy
businesslike	dynamic	helpful(ly)	obedient	reflective(ly)	unbiased
calm(ly)	eager(ly)	high(ly)	optimistic(ly)	reliable(bly)	understanding(ly)
capable(bly)	efficient(ly)	honest(ly)	organized	resourceful(ly)	unexcitable(ably)
careful(ly)	enchancing	honorable	original	responsible(ibly)	unusual
cautious(ly)	encouraging	humorous(ly)	outgoing	selective	upbeat
challenging	energetic(ly)	imaginative(ly)	painstaking(ly)	self-controlled	verbal(ly)
charming(ly)	enormous	impartial	passionate(ly)	self-starter	versatile
cheerful(ly)	enterprising	independent(ly)	patient(ly)	sensible(ibly)	vigorous
clever(ly)	entertaining	individualistic(ly)	peaceful	sensitive(ly)	vivacious
coherent(ly)	enthusiastically	industrious(ly)	perfect	serious(ly)	warm(ly)
comfortable(ly)	excellent	informal(ly)	persevering	significant(ly)	willing
committed(ly)	exclusive	instinctive(ly)	persistent(ly)	sincere(ly)	wise(ly)
competent(ly)	exuberant	intellectual(ly)	pleasant(ly)	skillful(ly)	witty
competitive(ly)	exuded	inventive	poised	sociable	wonderful
confident(ly)	fair-minded(ly)	joyous	polite(ly)	spontaneous(ly)	
conscientious(ly)	faithfully	kind-hearted	practical(ly)	steady	
considerate(ly)	fearless(ly)	knowledgeable	precise(ly)	stimulating	
consistent(ly)	firm(ly)	large	productive	strong(ly)	

Examples of Adjectives and Adverbs *in action* ...

- “Promoted **understanding** of concepts using creative, hands-on activities.”
- “**Consistently** created interactive lesson plans to engage students in the learning process.”
- “**Tactfully** advised parents of academically at-risk freshmen and sophomore level students. Provided suggestions on how to motivate and encourage their student.”