

# I'M THE ONE YOU WANT

Journalism student descriptors for portfolios, applications, resumes and cover letters

## Action Verbs

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accelerated	developed	influenced	pinpointed	reviewed
activated	directed	initiated	planned	revised
adapted	eliminated	interpreted	prepared	scheduled
administered	established	launched	programmed	set-up
analyzed	evaluated	lead	proposed	simplified
approved	expanded	lectured	proved	solved
assisted	expedited	maintained	recommended	streamlined
completed	experienced	managed	reduced	structured
conceived	expanded	mastered	reinforced	supervised
conducted	facilitated	motivated	removed	supported
controlled	generated	organized	reorganized	taught
coordinated	implemented	originated	repeated	trained
created	improved	participated	responsible	worked
delegated	increased	performed	revamped	

## Self-Descriptions

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accurately	competent	economical	high-level	perceptive	self-reliant
active	conscientious	efficient	honest	personable	sensitive
adaptable	consistent	energetic	imaginative	pioneering	sincere
adept	constructive	enterprising	independent	pleasant	sophisticated
aggressive	contributor	enthusiastic	initiative	positive	strongly
alert	creative	exceptional	innovative	practical	systematic
ambitious	dependable	experienced	instrumental	productive	tactful
analytical	determined	expertise	insightful	readily	talented
assertive	diplomatic	extensively	leading	realistic	unique
astute	disciplined	extroverted	logical	reliable	versatile
attentive	discreet	facilitator	methodical	repeatedly	vigorous
aware	diverse	fair	objective	resourceful	
broad-minded	dynamic	forceful	optimistic	responsible	
challenging	easily	foresight	participated	responsive	

*Jostens*<sup>®</sup>