



Job Description Vocabulary: Key Phrases, Verbs, and Adjectives

We have compiled a list of useful words and phrases to help you write better job descriptions. You can keep this PDF as a reference.

This word list contains 150 adjectives, around 35 useful verbs, and 18 interchangeable set phrases.

How to use this word list:

These phrases are interchangeable. You can replace the brackets with adjectives and verbs to create many more variations. To do so, check out our verb and adjective lists below and give it a try!

18 Awesome Interchangeable Phrases for Job Descriptions

Use these phrases to begin your job description by stating who you are looking for. Remember to try out the verbs and adjectives in our word lists below!

Searching for the candidate

Use these phrases to describe the person you are looking for:

1. We are looking for/searching for a candidate who is [+ ADJ]

We are looking for a candidate who is amicable, hardworking, and imaginative.

2. We are looking for a candidate who can + [VERB]

We are looking for a candidate who can coordinate international marketing campaigns.

3. Are you great at + [VERB ing form]?

Are you great at reaching out to clients?

4. Are you passionate about + [VERB ing form]?

Are you passionate about analyzing data?

5. Do you love + [VERB ing form]?

Do you love solving problems?

6. Are you + [ADJ]

Are you creative, logical and hard-working?

Describing the company

Use these phrases to describe your company to potential candidates.

7. We are a + [ADJ] company/startup/agency that + [VERB]

We are a growing startup that compiles research.

8. Our + [ADJ] company + [VERB]

Our dynamic marketing agency monitors social media accounts for our clients.

9. Would you like to work for a company that is + [ADJ]?

Would you like to work for a company that is innovative, creative and dynamic?

10. Are you interested in working for a company that [verb phrase]?

Are you interested in working for a company that tests user experience in web applications?

Describing the Job

Use these phrases to describe the activities and responsibilities of the role:

11. As [job title] you will be responsible for + [VERB ing]

As a marketing manager, you will be responsible for projecting figures for each quarter

12. One of your key responsibilities will be [VERB ing form]

One of your key responsibilities will be delegating tasks to your team of sales rep.

13. You've got:

- ADJ + NOUN
- ADJ + NOUN
- ADJ + NOUN

You've got:

- accomplished PHP knowledge
- astute problem-solving abilities
- great organizational skills

14. You love to:

- VERB + NOUN

You love to:

- solve problems
- compile data
- work as a team

15. If you love + [VERB ing], then you'll fit right in our [ADJ] team of + [NOUN]

If you love designing new apps, you'll fit right in our imaginative team of Android developers.

CTA / Apply

Use these phrases to tell candidates to apply:

16. If you would like to be part of our [ADJ] team, apply today by + [VERB ing]

If you would like to be part of our creative team, apply today by sending us an email.

17. Sound like you? Then, send your resumé/CV and cover letter to [email address.]

Sound like you? Then, send your resumé and cover letter to apply@thiscompany.com

18. If this sounds like you, then apply by clicking the button below.

Try some of these phrases out with the adjectives and verbs below!

140 Most Effective Adjectives for Your Job Description

Below we have collected around 140 of the most useful adjectives to help you write more awesome job descriptions. Adjectives describe qualities of the candidate you are searching for. They can also describe your company as well. They are ordered by sections such as creativity, effectiveness, and enthusiasm. Each word is also linked to a dictionary definition. Check it out!

Analytical/Critical Thinking

Looking for a candidate that is good at solving problems? Try these adjectives:

astute	insightful	methodical	practical
calculating	intelligent	meticulous	shrewd
complex	investigative	objective	strategic
discerning	logical	perceptive	thoughtful

Creativity & Innovation

Need someone who can think outside of the box? Or do you want to describe your innovative company? Try these words:

cutting-edge	imaginative	novel	sophisticated
elegant	ingenious	progressive	unique
first-class	innovative	revolutionary	unprecedented
groundbreaking	inventive	robust	world-class

Effectiveness

These adjectives describe someone who can get the job done. Use these to emphasize the skills needed for the role:

<u>accomplished</u>	<u>economical</u>	<u>instrumental</u>	<u>skilled</u>
<u>adept</u>	<u>expert</u>	<u>productive</u>	<u>skillful</u>
<u>advanced</u>	<u>fluent</u>	<u>proficient</u>	<u>strong</u>
<u>competent</u>	<u>ideal</u>	<u>profitable</u>	<u>superior</u>
<u>constructive</u>	<u>industrious</u>	<u>significant</u>	<u>qualified</u>
<u>cost-effective</u>	<u>influential</u>	<u>smooth</u>	<u>quality</u>

Enthusiasm

Does the role you are posting need a lot of care and attention? Try some of these:

<u>committed</u>	<u>devoted</u>	<u>genuine</u>	<u>sincere</u>
<u>dedicated</u>	<u>earnest</u>	<u>keen</u>	<u>spirited</u>
<u>determined</u>	<u>energetic</u>	<u>passionate</u>	<u>wholehearted</u>

Hard-working

Similar to enthusiasm, these words highlight someone who always gets the job done:

<u>alert</u>	<u>driven</u>	<u>motivated</u>	<u>thorough</u>
<u>attentive</u>	<u>enterprising</u>	<u>persistent</u>	<u>tireless</u>
<u>concerted</u>	<u>focused</u>	<u>studious</u>	<u>vigorous</u>

Organization

Calendars, lists, spreadsheets – these words help describe organizational tasks:

<u>businesslike</u>	<u>detail-oriented</u>	<u>smooth</u>	<u>systematic</u>
<u>controlled</u>	<u>orderly</u>	<u>step-by-step</u>	<u>timely</u>
<u>detailed</u>	<u>precise</u>	<u>structured</u>	

Reliability

These adjectives never take a day off:

<u>accurate</u>	<u>disciplined</u>	<u>impartial</u>	<u>resilient</u>
<u>consistent</u>	<u>exact</u>	<u>loyal</u>	<u>steadfast</u>
<u>dependable</u>	<u>fastidious</u>	<u>professional</u>	<u>sustainable</u>
<u>diligent</u>	<u>honest</u>	<u>punctual</u>	<u>well-grounded</u>

Teamwork & Communication

Does the role involve great social or communicative skills? Try these out:

<u>amiable</u>	<u>cheerful</u>	<u>cooperative</u>	<u>personable</u>
<u>amicable</u>	<u>clear</u>	<u>cordial</u>	<u>pleasant</u>
<u>articulate</u>	<u>coherent</u>	<u>courteous</u>	<u>positive</u>
<u>calm</u>	<u>cohesive</u>	<u>diplomatic</u>	<u>respectful</u>
<u>charming</u>	<u>conscientious</u>	<u>harmonious</u>	<u>team-minded</u>

Versatility

If the job involves balancing many different skills, these versatile words can help you:

[adaptable](#)

[comprehensive](#)

[diverse](#)

[multi-faceted](#)

[agile](#)

[countless](#)

[extensive](#)

[resourceful](#)

[capable](#)

[deep](#)

[flexible](#)

[vast](#)

35 Great Action Verbs for Job Descriptions

These action verbs help describe activities related to the job in a concise way. They drive the action forward.

This verb list includes the prepositions commonly used with the verb. It also features an easy synonym and a dictionary link.

Whenever you want to describe an activity, try to use a verb like the ones listed below:

Verb	Prep.	Example	Easy synonym
acquire		Our company recently acquired two tech startups.	to buy
adapt	to	Successful candidates will adapt quickly to their new working environment.	change
advise	on	You will advise management on database management best practices.	help
allocate	to	This year we have allocated more budget to our marketing efforts.	give
approve		As head of marketing, you will approve the ad promotion budget.	
compile	on	As a business analyst, you will compile data on potential partners.	collect
coordinate		You will coordinate international marketing campaigns.	manage
create		You will regularly create presentations for conferences.	manage

delegate	to	You can efficiently delegate tasks to your team of sales reps.	give tasks to someone
design		You will help our Android developers to design new apps.	make
develop		Your main task will be to develop software that can organize our databases automatically.	create
draft		As a content writer, you will draft blog articles to promote our company.	write
edit		As a copy editor, you will regularly edit texts from content creators.	change
ensure		As head of logistics, you will ensure our products are delivered on time.	
establish		As a manager, we expect you to establish communication links between the different departments.	create
estimate		Accurately estimating quarterly earnings is a key task.	guess
forecast		As marketing manager you will forecast the number of leads we will generate.	predict
gather	on	You will gather information on key developments in the tech industry.	collect
implement		You are able to implement cross-departmental projects.	do
maintain		As sales manager, you will maintain good relationships with our clients.	keep
manage		You will manage our key accounts in Europe.	
measure		You will measure the efficacy of our marketing efforts.	
monitor		As social media manager, you will regularly monitor our social networks.	check
notify	about	You will notify our users about product updates using newsletters and social media.	tell
project		As VP of sales, you will project sales figures for each quarter.	estimate
reach out	to	You will regularly reach out to clients to collect	communicate

		testimonials.	
report	on, to	You will report on user testing to the product team.	
research		As a business analyst, one key skill is researching companies in detail.	
review		You will review our current management processes.	check
solve		As lead data scientist, you will solve complex problems with statistical methods.	
streamline		You will help to streamline internal processes.	make more efficient
submit		To apply, you need to submit an application online.	send
summarize		Please summarize your relevant work experience at the top of the application form.	
survey		As a customer support agent, one of your tasks is to survey our users.	ask questions
test		You will work with our data team to test our software.	