

# STRENGTHSFINDER TRANSLATOR FOR RESUMES AND LINKEDIN

Use the content on these tables to strengthen the language in your resume, LinkedIn profile, and stories about your accomplishments.

## Executing Domain

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Achiever</b>	Driven, Diligent, Intense, Self-motivated, Independent, Productive, stamina, hard- worker, dedicated, ambitious, assertive, ambitious, enterprising	<b>Productive, hard-working and dedicated</b> 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	<b>Increased/raised</b> sales by 20% in first two months of employment  Regularly <b>completed</b> daily assignments ahead of schedule and began further tasks
<b>Arranger</b>	Orchestrator, Coordinator, Enlist, Organized, flexible, productive, identifies relationships, arrange for maximum productivity, strategic, attentive	<b>Organized and efficient</b> , with a strong eye for <b>improving</b> current systems	Conducted, connected, controlled, coordinated, determined, devised, established, facilitated, implemented, organized, reviewed, streamlined	<b>Streamlined</b> communications process between departments in a more effective manner  <b>Redesigned</b> stock unit to maximize space usage and ease of locating items
<b>Belief</b>	Altruist, Missionary, Purpose-driven, value- oriented, driven, vision, ethical, consistent, inspirational, dependable, leader, trustworthy, faith-centered, steadfast, honest	<b>Team player</b> who <b>inspires</b> colleagues and <b>leads</b> by example  <b>Dependable, consistent and driven</b> by a strong <b>code of ethics</b>	Guided, influenced, Inspired, instilled, maintained, modeled, motivated, persuaded, recruited, upheld	<b>Upheld</b> commonly ignored company policies and practices, including . . .  <b>Modeled</b> integrity and <b>instilled</b> an appreciation for accuracy in new employees
<b>Consistency</b>	Equality, equity, fair, standards, people-focused, balanced, attentive, conscientious, dependable, diplomatic, systematizer,	<b>People-focused team-player</b> with a passion for creating and maintaining <b>equity</b>  <b>Fair-minded</b> and impartial supervisor who applies	Adhered, applied, arbitrated, clarified, developed, enabled, maintained, managed, mediated, organized, reinforced, reorganized, resolved, reviewed	<b>Clarified</b> procedures personal time off requests by <b>developing</b> universal guidelines for entire department  <b>Arbitrated</b> staff disputes with non-partisan decision- making tactics
<b>Deliberative</b>	Detail-oriented, data-driven decision maker, conscientious, attentive, conscientious, planner, risk-assessor,	<b>Conscientious critical thinker</b> who considers multiple factors in the decision-making process	Analyzed, anticipated, compared, considered, contemplated, critiqued, defined, detected, determined, edited, established, examined, researched	<b>Compared</b> results to expected outcomes and adjusted approaches accordingly  <b>Examined</b> and used customer feedback to inform updates in store practices

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Discipline</b>	Organized, consistent, structured, steadfast, time management, work independently, assertive, attentive, conscientious, dependable, planner, reliable, systematic	<b>Steadfast</b> and <b>reliable</b> self-starter who is equally productive when <b>working independently</b> or on a team  Excellent <b>time-management</b> skills that enable me to establish and consistently meet deadlines	Categorized, clarified, consolidated, controlled, defined, determined, enforced, established, maintained, Organized, prioritized, reported, reviewed	<b>Clarified</b> standards and practices by editing handbook to include up-to-date language and address current job- related scenarios  <b>Prioritized</b> job assignments in order of importance and time sensitivity for self and colleagues
<b>Focus</b>	Director, Critical thinking, follow-through, dedicated, committed, efficient, goal- oriented, attentive, enterprising,	<b>Goal-oriented visionary</b> who cultivates colleagues' investment toward common ends  <b>Critical thinker</b> who <b>plans</b> and <b>prioritizes</b> the most effective and efficient path towards success	Adjusted, coordinated, corrected, defined, determined, established, evaluated, navigated, outlined, planned, prioritized, re- directed	<b>Defined</b> 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
<b>Responsibility</b>	Strong work ethic, committed, self-starter, disciplined, consistent, structured, value- oriented, work independently, reliable, efficient, timeliness, punctuality, attentive, conscientious, dependable, honest, loyal, reliable, servant-	Committed <b>self-starter</b> with a demonstrated history of strong work ethic and reliable task completion  Excellent <b>timeliness</b> and <b>punctuality</b> 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  <b>Entrusted</b> with ever-increasing responsibilities and decision-making due to strong <b>work ethic</b> and exceptional performance
<b>Restorative</b>	Problem-solver, resolve conflict, solution- focused, critical thinker, efficient, logical, resourceful, troubleshooter, investigative/or,	<b>Problem-solver</b> who identifies points of opportunity to increase effectivity and efficiency  <b>Solution-focused critical-thinker</b> 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,	<b>Compared</b> actual results with those expected and adjusted approaches accordingly  <b>(Detected/determined/defined)</b> inefficiencies in departmental processes and <b>(developed/designed/devised)</b> improved systems for replacement

## Influencing Domain

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Activator</b>	Catalyst, Initiator, Starter, Originator, Influencer, action-focused, turn thoughts/discussion into action, results- oriented	Action-focused team member who brings plans to reality  <b>Results-oriented</b> 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,	<b>Developed</b> action plan for <b>trainings</b> on corporate updates to policies and practices  Met and exceeded weekly sales challenge on 4 separate occasions
<b>Command</b>	Leader, decision-maker, work well under pressure, assertive, motivational, visionary, assertive, extraverted,	<b>Assertive</b> leader who can effectively oversee multiple initiatives simultaneously  <b>Motivational visionary</b> 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,	<b>Prioritized</b> preparation tasks for on-site inspections. Received passing scores for all inspections  <b>Managed</b> a staff of 5 individuals, <b>overseeing</b> their scheduling and <b>delegating</b> assignments on a weekly basis
<b>Communication</b>	Presenter, Convert ideas to words, relater, effective, engager, motivational, trainer, visionary, extraverted, Storyteller, Writer	<b>Effective communicator</b> who conveys important information in an <b>engaging</b> and personable manner  <b>Trainer</b> 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 <b>advocated</b> for changes to union provisions  <b>Related</b> to and <b>encouraged</b> troubled youth, meeting them where they were and providing a safe and caring environment within which to share
<b>Competition</b>	Driven, dedicated, persistent, goal-oriented, assertive, aspire, assertive, ambitious, enterprising,	<b>Driven</b> and <b>persistent</b> go-getter who sees goals through to completion  Team player who shares energy, encouragement and	Achieved, completed, controlled, coordinated, improved, increased, lowered, raised, reduced, Strove	Office <b>achieved</b> highest sales in region four months in a row during tenure  <b>Lowered/reduced</b> customer complaints by 25% in first three months
<b>Maximizer</b>	Coach, leader, mentor, teacher, Increase efficiency and effectiveness, developer quality controller	<b>Efficient</b> and <b>effective developer</b> 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	<b>Consulted</b> on various development initiatives throughout department  <b>Updated</b> promotional materials to reflect current trends and relate better to the intended audience

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Self-Assurance</b>	Manager, decision-maker, confident, entrepreneur, leader, value-driven, work independently, dedicated, steadfast, assertive, self-reliant, risk-management,	<b>Assertive</b> and <b>productive self-starter</b> who is accustomed to <b>working independently</b>  <b>Value-driven entrepreneur</b> with a history of successful business start-ups	Advised, completed, consulted, delivered, developed, entrusted, maintained, managed, navigated, planned	<b>Developed</b> and <b>maintained</b> an ever-growing client base for own lawncare practice over the course of four summers  <b>Entrusted</b> to provide <b>consultation</b> to manager on several departmental decision-making processes
<b>Significance</b>	altruistic, work independently, self-starter, driven, influential, impactful	<b>Driven self-starter</b> with a proven track record of increasing sales and meeting departmental goals  <b>Impactful</b> and <b>influential</b> advocate for social justice within the community	Achieved, completed, earned, focused, impacted, improved, increased, influenced, lowered, presided, raised, received, educed, streamlined	<b>Increased/raised</b> sales by 20% in first two months of employment <b>Recipient</b> of employee-of-the-month multiple times in various roles
<b>Woo</b>	charismatic, create new connections, engager, synergistic, networking/er, influential, initiator, extraverted, outgoing, socializing/er	Natural <b>networker</b> who excels at building professional <b>connections</b>  <b>Charismatic</b> and <b>influential</b> 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	<b>Developed</b> relationships with community partners to strengthen organization's resource base  <b>Strengthened</b> investment by key stakeholders in new policies and procedures by <b>involving</b> them in the

## Relationship Building Domain

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Adaptability</b>	Early adopter, Accommodator/ing, Creative, innovative, data-driven, flexible, multi-tasker, ever-changing environment, planner	<b>Flexible</b> team-player who easily <b>adapts</b> to an <b>ever-changing environment</b>  <b>Innovative planner</b> who develops (??) in response to shifts in expectations	Anticipated, assisted, created, designed, developed, devised, diversified, educated, established, facilitated, helped, implemented	<b>Designed/created</b> innovative procedures to address shifts in customer needs by utilizing/using data-based decision-making processes  <b>Anticipated</b> potential contingencies in customer service and <b>devised</b> appropriate
<b>Connectedness</b>	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	<b>People-focused</b> engager with a passion for creating <b>equitable</b> opportunities for marginalized individuals  <b>Considerate team-player</b> with an ability to find commonalities and develop <b>synergistic collaborations</b> between individuals of varying backgrounds	Built, cared, collaborated, cooperated, coordinated, delegated, engaged, enlisted, facilitated, for, Identified, involved, selected, synthesized	Planned departmental events by identifying common interests among the staff  <b>Collaborated</b> with other staff to implement <b>equity</b> measures to create a stronger environment of <b>inclusion</b>
<b>Developer</b>	People-focused, coach, promote individual growth, supportive, leader, trainer, professional growth, constructive, insightful	<b>People-focused leader</b> who recognizes and uses opportunities to <b>coach</b> staff and peers  <b>Supportive trainer</b> who helps others identify opportunities for <b>professional growth</b>	Acknowledged, advised, assessed, celebrated, coached, communicated, cultivated, delegated, encouraged, Guided, helped, hosted, influenced, inspired, listened, mentored, motivated, praised, recognized, strengthened, supported, trained	<b>Cultivated</b> a space of confidence and respect through public acknowledgement of individual's accomplishments  <b>Mentored</b> new employees regarding job details and office climate/culture in an informal, peer-friendly way  <b>Delegated</b> veteran employees with new responsibilities and tasks to broaden their
<b>Empathy</b>	People-focused, analyzer, relatable, safe, welcoming, client-focused, rapport, communicator, mediator, emotional intelligence, insightful, perceptive, sensitive	Excellent <b>communicator</b> who helps others articulate their thoughts and intentions clearly and with impact  Exceptional <b>emotional intelligence</b> and ability to deescalate confrontational interactions	Advised, advocated, analyzed, assisted, coached, collaborated, communicated, connected, cooperated, counseled, deescalated, enabled, encouraged, engaged, envisioned, guided, helped, hosted, inspired, listened, mediated, Related, supported	<b>Assisted</b> patients with basic life functions while maintaining an atmosphere of dignity and respect  Developed <b>supportive</b> and empathetic <b>rapport</b> with individuals seeking help in extreme circumstances

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Harmony</b>	Strive for consensus, collaborative, emotional intelligence, negotiator, team player, resolve conflict, coordinate discussion, mediator, diplomatic, sensitive	Engaging team player <b>who synthesizes individuals' ideas</b> into a common plan or direction  <b>Mediator</b> whose emotional intelligence helps <b>facilitate conflict resolution</b> with both understanding and impartiality	Assured, collaborated, communicated, cooperated, coordinated, deescalated, enabled, engaged, enlisted, facilitated, hosted, identified, involved, listened, mediated, moderated, resolved, solved	<b>Collaborated</b> with major stakeholders in developing and implementing new strategies or techniques  <b>Resolved</b> interpersonal conflicts between team members by facilitating consensus, therefore increasing productivity
<b>Includer</b>	Barrier-buster, Create an atmosphere of inclusion, empathetic, collaborative, extraverted, sensitive	Empathetic <b>activator</b> with a passion for <b>influencing change towards equity</b>  <b>Inclusive planner</b> who values and <b>considers multiple perspectives</b>	Coached, collaborated, communicated, cooperated, coordinated, delegated, empathized, enabled, encouraged, engaged, enlisted, expanded, gathered, hosted, included, inspired, involved, related, supported, valued	<b>Moderated</b> staff meetings, ensuring a safe and respectful environment for ideas and thoughts to be shared  <b>Coordinated</b> inter-departmental events and parties with regard to personal scheduling to assure maximum inclusion
<b>Individualization</b>	Identify strengths, cultivate an atmosphere of cooperation, leader, collaborative, synergistic, builds rapport	<b>Leader</b> with an eye <b>for identifying and utilizing team members' strengths</b>  <b>Excellent teacher</b> whose classroom techniques <b>accommodate for the various learning styles</b> of the students	Appreciated, built, coached, communicated, cooperated, coordinated, delegated, enabled, encouraged, engaged, enlisted, facilitated, hosted, identified, inspired, involved, maximized, recruited, selected, synergized	<b>Enabled</b> team-level productivity by combining individuals' complementary strengths for synergistic outcomes  <b>Designed</b> calendar highlighting team members' birthdays, work anniversaries, and other important dates
<b>Positivity</b>	Enthusiastic, motivator, energetic/izer, encourager, synergistic, optimistic, performer,	<b>Enthusiastic motivator</b> who <b>instills energy</b> and enthusiasm among peers	Celebrated, coached, communicated, complimented, enabled, encouraged, encouraged, energized, facilitated, increased, inspired, involved, motivated, motivated, praised, strengthened	<b>Implemented</b> "Praise Points" box for peers to submit compliments for their colleagues to be read publicly once a month
<b>Relator</b>	Caretaker, Team player, cooperative, rapport, people-centered, sensitive	<b>People-centered leader</b> who <b>invests in and acknowledges</b> individual growth in each team member and who <b>contributes</b> to the strength of his/her team and supports teammates' initiatives	Coached, collaborated, communicated, connected, cooperated, engaged, helped, hosted, inspired, involved, listened, participated, represented, supported	<b>Built</b> personal rapport with residents/patients so they would feel recognized and cared for as unique individuals  <b>Engaged</b> with employees through weekly check-ins to discuss work-related issues as well as personal life and interests

## Strategic Thinking Domain

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Analytical</b>	Measurer, Fact-finder/user, Logician, Observer, Identify cause-and-effect, explore multiple facets, data-driven, objective, critical thinker, attentive, conscientious, logical, perceptive	<b>Objective analyst</b> who is an excellent resource for impartial consultations  Exceptional <b>critical thinking</b> skills that help identify causes as well as formulate solutions	lassified, compiled, consulted, designed, determined, devised, dissected, edited, educated, evaluated, examined, formulated, generated, identified, identified, informed, revised	Used <b>data-driven</b> decision-making processes to explore trends and changes in customer behavior  <b>Evaluated</b> and <b>edited/revised</b> emails/documents/communications for brevity without sacrificing important detail
<b>Context</b>	Data-driven decision maker, learner, reflective, studious	Studious <b>learner</b> who allows historical context influence decision making  Exemplary leader who aligns major decisions with the organization's mission and values	Analyze, apply, consulted, counseled, defined, determined, dissected, established, examined, explain, reestablished, Research, researched, revisited	<b>Defined</b> historical context and outcomes to better plan for resolution to current challenges  Delivered presentations to help staff understand the 'why' behind new changes and directions
<b>Futuristic</b>	Energetic, forecaster, visionary, synergetic, strategic	<b>Energetic/strategic/synergistic visionary</b> who develops goals and sees them through	Defined, determined, developed, Energized, engaged, identified, inspired, motivated, outlined, planned, reflected, synergized, visualized	<b>Defined strategic</b> plans to meet both short-term and long- term departmental goals
<b>Ideation</b>	Designer, inventor, artist, innovator, Synthesizer, creative, innovative, imaginative	<b>Creative</b> designer with an eye for opportunities to improve <b>efficiency</b> and <b>effectivity</b>	Conceived, created, designed, developed, drafted, engineered, formulated, generated, Identified, increased, initiated, inspired, instituted, integrated, introduced, lowered, proposed, raised, reduced, synthesized	<b>Developed</b> and <b>introduced</b> several new tools to the department to help expedite processes  <b>Identified</b> alternative solutions/options to replace ineffective means for satisfying customers/guests
<b>Input</b>	Life-long learner, attentive, resourceful,	<b>Critical thinker</b> 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	<b>Maintained</b> records and compiled tables/graphs for review by supervisor  <b>Organized</b> and redesigned neglected filing system and materials for easy access

	Descriptors	Summary of Qualifications - Examples	Action Verbs	Sample Language
<b>Intellection</b>	Introspective, reflective, analytical, creative, logical, writer,	<b>Introspective critical thinker</b> 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	<b>Compared</b> theory to results and used this data to revise overall approach  <b>Consulted</b> on multiple committees for process improvement
<b>Learner</b>	Life-long learner, self-improvement, adaptable, attentive,	<b>Life-long learner</b> who seeks opportunities for continuous professional development	Acquired, explored, familiarized, identified, informed, instructed, mastered, researched, researched, solved, studied	Gathered and <b>studied</b> relevant data to assist supervisor in planning processes  <b>Familiarized</b> self with wide array of internal processes and policies, in turn serving as a resource for new employees
<b>Strategic</b>	Innovative, creative, critical thinker, data- driven, evaluator, planner, problem-solver, conscientious, logical, perceptive	Effective <b>planner</b> who takes goals and outlines the best path to their completion  <b>Problem-solver</b> 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	<b>Analyzed</b> results and adjusted approaches accordingly to better meet goals  <b>Defined strategic</b> plans to meet both short-term and long- term departmental goals  <b>Developed/devised/designed</b> several strategic responses/innovative approaches to meet unexpected challenges in staffing,

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