

DESCRIPTIVE WORDS TO USE IN LETTERS OF RECOMMENDATION

accomplished	distinguished	leader	responsible
active	down-to-earth	literate	results-driven
adaptable	eager	logical	results-oriented
adept	effective	loyal	self-reliant
admirable	efficient	mature	self-starter
aggressive	energetic	methodical	sensible
ambitious	enterprising	modest	sensitive
analytical	enthusiastic	motivated	sincere
articulate	expressive	objective	skilled
artistic	extroverted	open-minded	sophisticated
assertive	facilitator	optimistic	stable
astute	fair	organized	strong
attentive	flexible	original	successful
broad-minded	focused	outgoing	systematic
capable	friendly	outstanding	tactful
charitable	gentle	particular	talented
cheerful	generous	patient	team player
committed	genuine	perceptive	thoughtful
competent	gifted	persevering	tolerant
confident	helpful	persistent	trustworthy
conscientious	honest	personable	unassuming
considerate	humble	persuasive	unconventional
consistent	humorous	pleasant	uncompromising
constructive	imaginative	polite	understanding
compassionate	incredible	positive	unselfish
courageous	independent	powerful	unique
courteous	industrious	practical	upbeat
creative	influential	proactive	vibrant
dependable	integrity	productive	versatile
determined	intelligent	professional	witty
diligent	intellectual	punctual	zealous
diplomatic	intuitive	quality	
direct	innovative	reliable	
disciplined	kind	resourceful	
discrete	knowledgeable	respectful	