**Useful phrases**

You can select suitable phrases to highlight your skills in the cover letter. You can search for more on the Internet.

|  |  |  |  |
| --- | --- | --- | --- |
| a stable personality | 個性穩重 | capable | 能幹的 |
| adept at | 內行的、熟練的 | competent | 稱職的 |
| careful | 細心的 | cooperative | 合作的 |
| conscientious | 盡責的 | dedicated | 全心投入的 |
| creative | 有創意的 | detail-oriented/ attention to details | 注重細節的 |
| dependable | 可信賴的 | effective | 實際有效的 |
| diligent | 勤奮的 | enthusiastic | 熱忱的 |
| energetic | 有活力的 | experienced | 有經驗的 |
| exceptional | 優異的 | (highly) motivated  | （十分）積極的 |
| flexible | 靈活的 | honest | 誠實的 |
| innovative | 新穎的、有創新精神的 | mature | 成熟 |
| meticulous | 一絲不苟的 | objective | 客觀的 |
| passionate | 有熱誠的 | patient | 有耐心的 |
| practical | 務實的 | proficient | 精通的 |
| qualified | 合資格的 | reliable | 可靠的 |
| responsible | 負責任的 | responsive | 反應快的 |
| aggressive | 進取 | strong communication skills | 溝通能力強 |
| adaptable | 適應力強的 | with strong determination  | 有決心的 |

(Extracted from *The Beta English Resume Bible*, Beta Multimedia Publishing)