



Professional Vocabulary List

This simple two page list of 15 advanced professional words is designed to help you sound confident, competent, and polished during job interviews. These words are commonly used by HR professionals, managers, and employers to describe desirable skills, behaviors, and qualities in candidates. Learning them will allow you to express your experience, abilities, and achievements more clearly.

To study these words effectively, focus on meaning, part of speech, and example collocations. Practice using them in short sentences about your own experience. Repetition, flashcards, and speaking aloud will help you internalize the words naturally, so you can recall them confidently during interviews.

Word	Part of Speech	Short Definition	Example Collocations
proactive	adj.	Taking initiative before problems arise	proactive approach, proactive solution
collaborate	v.	Work together with others	collaborate with team, collaborate effectively
adaptable	adj.	Able to adjust to new situations	adaptable employee, adaptable skills
initiative	n.	Readiness to act independently	show initiative, take initiative
strategic	adj.	Carefully planned to achieve goals	strategic plan, strategic decision



efficient	adj.	Doing tasks effectively with minimal waste	efficient process, efficient workflow
reliable	adj.	Dependable, trustworthy	reliable team member, reliable results
innovative	adj.	Creative and able to introduce new ideas	innovative solution, innovative approach
communicate	v.	Share information clearly	communicate effectively, communicate ideas
leadership	n.	Ability to guide or manage others	demonstrate leadership, leadership skills
analytical	adj.	Able to examine information and solve problems	analytical thinking, analytical skills
resourceful	adj.	Able to find quick and clever ways to solve problems	resourceful employee, resourceful approach
organized	adj.	Able to plan and arrange tasks effectively	organized schedule, organized team
motivated	adj.	Driven to achieve goals	highly motivated, self-motivated
decision-making	n.	Ability to make sound judgments	decision-making process, decision-making skills