

Jobs and Professions

Management

president; vice-president; director; manager;

executive officer; CEO (chief executive officer; company executive officer);

deputy director; managing director; financial director; marketing director;

general manager; assistant manager; manager; production manager;

personnel manager; marketing manager; sales manager; project manager;

supervisor; inspector; controller;

Office workers

office worker; office employee; office clerk;

filing clerk; receptionist; secretary; assistant;

typist; stenographer;

Banking and financial activities

banker; bank officer; economist; auditor;

accountant; bookkeeper; teller; cashier; bank clerk;

financier; treasurer; investor; sponsor;

stockbroker; pawnbroker; tax collector;

Sales and stores

sales representative; sales manager;

salesperson; salesman; saleswoman; salesgirl; salesclerk; cashier;

seller; buyer; wholesale buyer; wholesaler; retailer;

merchant; distributor; dealer; trader; advertising agent;

grocer; greengrocer; baker; butcher; florist;

Medicine

doctor; physician; family doctor; general practitioner;

eye specialist; ear specialist; throat specialist; heart specialist;

cardiologist; surgeon; pediatrician; psychiatrist; psychoanalyst;

dentist; dietitian; pharmacist; veterinarian;

nurse; paramedic; nurse's aide;

School and college

principal; dean; professor; teacher; instructor;

schoolteacher; college teacher; university teacher;

head teacher; senior teacher; tutor; mentor; counselor (BrE: counsellor);

teacher of mathematics; mathematics teacher; math teacher (BrE: maths teacher);

English teacher; teacher of English; history teacher; music teacher;

student; pupil; learner;

Science

scientist; scholar; researcher; explorer; inventor;

mathematician; physicist; chemist; biologist; botanist; zoologist;

historian; archaeologist; geologist; psychologist; sociologist;

economist; linguist; astronomer; philosopher; geographer;

IT specialists

computer specialist; computer programmer; computer operator;

software specialist; systems analyst; systems administrator;

web developer; web programmer; webmaster; web designer;

Art and creative work

artist; painter; sculptor; architect; composer; conductor;

musician; pianist; violinist; guitarist; drummer; player;

singer; dancer; opera singer; ballet dancer; performer;
film director; producer; art director; cameraman; actor; actress; player;
writer; poet; author; playwright; dramatist; scenarist; publisher;
journalist; reporter; correspondent; photographer;
designer; fashion designer; dress designer;
interior designer; furniture designer; graphic designer;

Construction, repair, maintenance

builder; construction worker; developer; contractor;
engineer; technician; mechanic; electrical engineer; electrician;
welder; bricklayer; mason; carpenter; plumber; painter; decorator;
repairer; repairman; maintenance man; handyman; caretaker;
housekeeper; cleaning lady; cleaning woman; janitor;

Pilots, drivers, crew members

pilot; flight engineer; flight navigator; flight attendant; stewardess;
dispatcher; mechanic; car mechanic; railroad worker; railway worker;
driver; chauffeur; taxi driver, cabdriver; bus driver; truck driver;

captain; skipper; navigator; sailor;

Law and order

judge; lawyer; attorney; legal adviser; barrister; solicitor;

police officer; policeman; traffic officer; detective;

guard; bodyguard; lifeguard; warden; prison guard;

Restaurants

chef; head cook; cook;

maitre d'hotel (maitre d'); headwaiter; waiter; waitress;

bartender; barman; barmaid;

dishwasher; busboy;

Other

firefighter, fireman; tailor; seamstress; postman, mailman;

travel agent; travel guide; model; politician; porter;

editor; proofreader; printer; translator; interpreter; librarian;

jeweler (BrE: jeweller); telephone operator; coal miner;

farmer; farm worker; fisherman; hunter; forester; gardener;

hairdresser; hair stylist; barber; beautician; cosmetologist;
specialist; expert; consultant; adviser; priest; clergyman;

Places of work

office; agency; company; firm; corporation; business firm; enterprise;
plant; factory; restaurant; department store; bank; hospital; hotel;
school; university; library; theater; museum; art gallery;
transportation company; shipping company; construction company;
publishing company; film company; insurance company;
advertising agency; travel agency; rental agency;

Learning Activity 2

If you had to choose five of these adjectives / adjectival phrases for a teacher, which ones would you choose? Why?

- hard-working independent creative sociable
 - well-organised good at languages fun
 - ambitious trustworthy energetic
 - flexible good at teamwork
- good at time management imaginative artistic
 - good with people competitive physically fit
- productive good at money making good at following orders
 - smart and clean polite patient
 - confident clever good at giving orders

Applications: useful words and phrases

It's easy to repeat words and phrases when writing about your skills and experience, so here are some suggestions to help you avoid repetition and add a sense of action and positivity to your application.

As well as effective words to help describe yourself, below are lists of active words grouped together under their basic meaning:

Describing Your Personality			
Adaptable	Effective	Helpful	Resourceful
Capable	Efficient	Honest	Successful
Competent	Experienced	Keen	Thorough
Consistent	Expertise	Proactive	Trustworthy
Customer-focused	Flexible	Productive	Valued
Dedicated	Focused	Proficient	Versatile
Determined	Goal-oriented	Profitable	Willing
Diligent	Hard-working	Qualified	
