

Action Words for CVs and Application forms

Consider the following words when preparing your CV or completing your application. They will help you to make a positive impression when used coherently as part of your explanation of skills and competencies.

Achieved	Efficient	Processed
Administered	Engineered	Productive
Analysed	Established	Proficient
Built	Expanded	Profitable
Capable	Experienced	Qualified
Competent	Guided	Repaired
Consistent	Implemented	Resourceful
Controlled	Improved	Sold
Co-ordinated	Initiated	Specialised
Created	Led	Stable
Designed	Managed	Successful
Developed	Monitored	Supervised
Directed	Organised	Trained
Economical	Participated	Versatile
	Positive	Wide background

Expanding your list of Personal Skills

Advising patients	Operating equipment
Arranging events	Organising people and work
Calculating numerical data	Persuading others
Checking for accuracy	Planning agendas
Classifying records	Preparing charts or diagrams
Coaching individuals	Programming systems
Compiling figures	Promoting events
Constructing buildings	Protecting property
Co-ordinating events	Raising funds
Correspondence with customers	Recording data
Counselling people	Repairing equipment
Delegating responsibility	Reviewing
Dispensing information	Running meetings
Drafting reports	Promoting products
Editing documents	Serving the public
Handling complaints	Setting up demonstrations
Inspecting	Speaking in public
Interpreting data	Supervising staff
Interviewing people	Teaching
Maintaining records	Managing staff
Mediating between people	Motivating others

Useful Words for CVs

Accelerated	Determined	Increased	Presented	Shaped
Accomplished	Developed	Initiated	Presided	Shortened
Accrued	Devised	Inspired	Prevented	Simplified
Accumulated	Directed	Inspected	Processed	Sold
Achieved	Discovered	Installed	Probed	Solved
Acquired	Dismantled	Instigated	Procured	Specified
Administered	Diversified	Instituted	Produced	Spurred
Advised	Diverted	Instructed	Programmed	Stabilised
Altered	Documented	Interpreted	Promoted	Staffed
Analysed	Doubled	Interviewed	Proposed	Standardised
Anticipated	Drafted	Introduced	Proved	Started
Appointed		Invented	Provided	Stemmed
Appraised	Edited	Investigated	Publicised	Stimulated
Approved	Effectuated		Published	Stopped
Arranged	Eliminated	Judged	Purchased	Streamlined
Assembled	Employed			Strengthened
Attained	Enacted	Launched	Re-arranged	Structured
Assessed	Encouraged	Led	Recommended	Studied
Audited	Ended	Lengthened	Recruited	Succeeded
Augmented	Enforced	Lessened	Rectified	Suggested
Averted	Engineered	Liaised	Re-designed	Supervised
Avoided	Enhanced	Lightened	Re-directed	Supported
	Enlarged	Liquidated	Reduced	Surpassed
Bought	Ensured	Lowered	Refined	Surveyed
Broadened	Eradicated		Regulated	
Budgeted	Established	Maintained	Reinforced	Taught
Built	Estimated	Managed	Rejected	Terminated
	Evaluated	Marketed	Rejuvenated	Tested
Calculated	Evaded	Maximised	Related	Tightened
Captured	Exceeded	Minimised	Remedied	Traced
Centralised	Executed	Mitigated	Renewed	Traded
Changed	Expanded	Modernised	Re-organised	Trained
Checked	Expedited	Modified	Repaired	Transferred
Collated	Extended	Monitored	Replaced	Transformed
Collected	Extracted	Motivated	Represented	Translated
Combined		Mounted	Rescued	Travelled
Compiled	Finished		Researched	Trimmed
Completed	Forecast	Negotiated	Resolved	Tripled
Composed	Forestalled		Restored	
Conceived	Formed	Obtained	Retained	Uncovered
Conducted	Formulated	Operated	Re-structured	Undertook
Constructed	Founded	Optimised	Re-vamped	Unified
Controlled		Ordered	Reviewed	United

Consolidated	Guided	Organised	Revised	Unravelling
Converted	Generated	Originated	Revived	Urged
Co-ordinated		Outlined	Re-vitalised	Utilised
Corrected	Halved	Overcome	Revolutionised	
Counselled	Headed			Verified
Created	Heightened	Performed	Saved	Visited
	Highlighted	Piloted	Scheduled	Vitalised
Decreased	Hired	Pioneered	Secured	
Defined		Planned	Serviced	Widened
Demonstrated	Identified	Positioned	Selected	Won
Designed	Implemented	Prepared	Set up	Wrote
Despatched	Improved	Prescribed	Settled	

Thesaurus

ARRANGED/ PLANNED	BEGAN/ STARTED	CHANGED	IMPLEMENTED
Administered	Accelerated	Altered	Conducted
Arranged	Augmented	Changed	Consolidated
Assembled	Broadened	Combined	Demonstrated
Centralised	Built	Converted	Effectuated
Compiled	Conceived	Decreased	Enacted
Composed	Constructed	Diversified	Enforced
Co-ordinated	Created	Halved	Executed
Corrected	Devised	Lessened	Formed
Deployed	Doubled	Lightened	Formulated
Designed	Established	Modernised	Implemented
Developed	Founded	Modified	Maintained
Dismantled	Generated	Re-arranged	Negotiated
Enhanced	Initiated	Re-deployed	Operated
Engineered	Inspired	Re-designed	Performed
Improved	Installed	Re-directed	Presented
Mounted	Instigated	Re-organised	Processed
Optimised	Instituted	Replaced	Produced
Organised	Introduced	Re-structured	Provided
Planned	Invented	Shaped	Regulated
Positioned	Launched	Simplified	Reinforced
Prepared	Originated	Streamlined	Represented
Programmed	Piloted	Tightened	Serviced
Proposed	Pioneered	Transferred	Undertook
Scheduled	Rejuvenated	Transformed	Utilised
Structured	Renewed	Unified	
	Set up	United	
	Started	Vitalised	