

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 their 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
Correspondence with customers	Recording data
Counselling people	Repairing equipment
Delegating responsibility	Reviewing
Disseminating 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