

# USEFUL WORDS

We've put together this list to help you make your experiences stand out from the crowd. Impress employers by using a variety of appropriate words when writing your CVs, covering letters and applications.

## Action words to show what you have done...

### Communication...

Addressed	Co-ordinated	Introduced	Recommended	Suggested
Advised	Corresponded	Lectured	Reconciled	Summarised
Argued	Counselled	Led	Referred	Trained
Briefed	Debated	Liaised	Related	Translated
Chaired	Directed	Mediated	Renegotiated	Tutored
Coached	Encouraged	Met	Reported	Umpired
Commanded	Explained	Named	Responded	Validated
Communicated	Guided	Negotiated	Reviewed	Verified
Consulted	Handled	Nominated	Showed	Welcomed
Contacted	Helped	Persuaded	Sold	
Converted	Influenced	Presented	Specified	
Convinced	Instructed	Promoted	Spoke	
Co-operated	Interviewed	Recognised	Stated	

### Making changes...

Accelerated	Dropped	Increased	Perfected	Stimulated
Added	Edited	Induced	Reduced	Straightened
Adjusted	Eliminated	Innovated	Re-evaluated	Streamlined
Balanced	Enhanced	Integrated	Rehabilitated	Stripped
Changed	Enlarged	Intensified	Renovated	Tightened
Combined	Expanded	Maximised	Reorganised	Transferred
Corrected	Followed Up	Moderated	Revamped	Transformed
Decreased	Heightened	Modified	Revised	Trebled
Diminished	Improved	Moulded	Simplified	Updated
Doubled	Improvised	Moved	Smoothed	

### Achievements...

Accomplished	Built	Demonstrated	Proved	Shipped
Achieved	Caused	Effectuated	Realised	Solved
Attained	Compiled	Organised	Resolved	Succeeded
Authored	Completed	Produced	Satisfied	Won

### Start...

Arranged	Developed	Fostered	Launched	Raised
Assembled	Devised	Founded	Made	Set Up
Began	Drafted	Generated	Originated	Shaped
Co-founded	Drew Up	Initiated	Piloted	Started
Conceived	Established	Inspired	Pioneered	Undertook
Constructed	Formed	Instituted	Planned	
Created	Formulated	Invented	Prepared	

### Maintain...

Assured	Ensured	Maintained	Ran	Serviced
Conditioned	Galvanised	Monitored	Regulated	Supported
Consolidated	Insured	Policed	Reinforced	
Continued	Kept	Prevailed	Secured	

### Get...

Acquired	Earned	Included	Received	Selected
Awarded	Extracted	Obtained	Recruited	Took
Chose	Gained	Procured	Rescued	
Collected	Hired	Purchased	Saved	

### Find/search...

Checked	Found	Located	Researched	Sought
Discovered	Hunted	Looked	Scouted	Studied
Examined	Inspected	Perceived	Scrutinised	Surveyed
Explored	Investigated	Pinpointed	Sifted	Unearthed

**Describe...**

Catalogued	Designated	Illustrated	Projected	Worked
Clarified	Designed	Licensed	Proofed	Wrote
Classified	Detailed	Mapped	Proposed	
Composed	Formalised	Marketed	Recorded	
Defined	Highlighted	Painted	Substantiated	
Described	Identified		Typed	

**In charge...**

Administered	Controlled	Headed	Ordered	Took Over
Authorised	Dealt	Influenced	Presided	
Captained	Delegated	Managed	Promoted	
Conducted	Employed	Mastered	Represented	
Contracted	Governed	Officiated	Spearheaded	

**Numerical/Computational...**

Audited	Computed	Networked	Profited	Systemised
Budgeted	Correlated	Paid	Programmed	Tabulated
Calculated	Financed	Processed	Scheduled	

**Send/give...**

Delivered	Distributed	Publicised	Submitted
Dispatched	Forwarded	Revealed	Supplied
Displayed	Placed	Sent	

**Decision...**

Allocated	Appreciated	Assumed	Diagnosed	Interpreted
Allotted	Arbitrated	Decided	Elected	Justified
Appraised	Assessed	Determined	Evaluated	Prioritised

**Positive action...**

Aided	Enacted	Foresaw	Performed	Structured
Applied	Enjoyed	Implemented	Played	Surmounted
Aspired	Enlisted	Incorporated	Pleased	Targeted
Assimilated	Exceeded	Involved	Prompted	Travelled
Assisted	Executed	Motivated	Provided	Unified
Attended	Expedited	Orientated	Screened	Used
Enabled	Experienced	Participated	Served	Utilised

**Other Useful Action Words...**

Accompanied	Closed	Expended	Finalised	Treat
Appointed	Concluded	Facilitated	Prohibited	
Assigned	Exhibited	Familiarised	Stopped	
Brought		Filed	Tested	

**Positive description words to highlight your best attributes...**

Ambitious	Experienced	Stringent
Able	Fair	Substantial
Active	Harmonious	Successful
Capable	Helpful	Technical
Competent	Honest	Thorough
Comprehensive	Honourable	Thoughtful
Confident	Humorous	Tolerant
Conscientious	Imaginative	Understanding
Consistent	Loyal	Useful
Dependable	Notable	Versatile
Distinctive	Permanent	Vital
Diverse	Practical	Vivid
Economical	Prestigious	Wide
Effective	Proficient	Wise
Efficient	Punctual	
Energetic	Qualified	
Enthusiastic	Reliable	
Excellent	Resourceful	
Exceptional	Responsible	
Exclusive	Sincere	