**Action Words for CVs**

When describing your personal qualities and experience on CVs and Cover Letters it is important to make your examples stand out from the crowd. The table below contains some suggested action words/verbs that may help

you to add impact and make your examples more effective.

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| **COMMUNICATIONS**Approved, Collaborated, Demonstrated, Discussed, Disseminated, Facilitated, Informed, Instructed, Interviewed, Moderated, Negotiated, Participated, Presented, Presided, Reported, Sold, Taught, Wrote **CREATIVITY** Arranged, Conceived, Created, Designed, Developed, Devised, Enhanced, Formulated, Innovated, Modified, Originated, Packaged, Realised, Refined, Reshaped, Structured, Styled, Visualised**HANDLING INFORMATION** Adapted, Amended, Checked, Classified, Corrected, Collated, Compared, Compiled, Composed, Critiqued, Detailed, Disseminated, Documented, Edited, Filed, Organised, Prepared, Processed, Recorded, Reviewed, Simplified, Summarised, Upgraded**MANAGEMENT**Administered, Assigned, Authorised, Budgeted, Chaired, Commissioned, Conducted, Contracted, Controlled, Coordinated, Decided, Directed, Enacted, Established, Exceeded, Executed, Expanded, Implemented, Incorporated, Initiated, Maintained, Managed, Marketed, Obtained, Performed, Scheduled, Strategized, Supervised **RELATIONSHIPS WITH PEOPLE** Assisted, Challenged, Communicated, Coached, Co-operated, Contributed, Counselled, Delegated, Directed, Encouraged, Guided, Instructed, Led, Mediated, Motivated, Networked, Persuaded, Supported, Trained  | **RESEARCH & ANALYSIS**Accurate, Amended, Assessed, Calculated, Determined, Developed, Differentiated, Disseminated, Equated, Experimented, Interpreted, Investigated, Quantified, Observed, Processed, Related, Researched, Searched, Solved, Studied, Theorised **RESOURCEFULNESS** Achieved, Challenged, Corrected, Enabled, Initiated, Instigated, Introduced, Improved, Identified, Observed, Participated, Pioneered, Prioritised, Progressed, Provided, Rectified, Solved, Strengthened, Surpassed, Transformed, Targeted, Unified, Undertook, Widened **PERSONAL QUALITIES** Able, Adaptable, Articulate, Capable, Committed, Competitive, Consistent, Dedicated, Diplomatic, Effective, Efficient, Enterprising, Enthusiastic, Experienced, Flexible, Helpful, Positive, Practical, Proactive, Resilient, Versatile **TECHNICAL & PRACTICAL**Analysed, Assembled, Assessed, Balanced, Calculated, Constructed, Crafted, Created, Delivered, Designed, Drafted, Eliminated, Engineered, Evaluated, Joined, Manufactured, Measured, Operated, Programmed, Relayed, Tested **VALUES**Accountable, Culturally Aware, Customer Focussed, Ethical, Fair, Generous, Reliable, Responsible, Trustworthy, Safety Conscious, Unbiased |