



Action Words for CVs and Applications

Action Words are incorporated into a CV or application form to provoke an instant favourable impact on an employer. They create a strong impression of achievement, ability and activity. For example rather than “I was a member of our course committee” you could write, “I was elected to our course committee and represented student views to senior staff”.

Accelerated	Collected	Developed
Accomplished	Combined	Devised
Acquired	Commanded	Diagnosed
Achieved	Communicated	Directed
Acquainted	Compiled	Discharged
Activated	Completed	Discovered
Adapted	Composed	Dispensed
Addressed	Compounded	Disposed
Administered	Computed	Disproved
Advised	Conceived	Distributed
Amended	Concluded	Diversified
Amplified	Condensed	Documented
Analysed	Conducted	Edited
Anticipated	Confirmed	Effected
Applied	Consolidated	Eliminated
Appraised	Consulted	Enabled
Approved	Constructed	Enacted
Arbitrated	Contracted	Encouraged
Arranged	Contributed	Enforced
Assembled	Converted	Engaged
Assessed	Conveyed	Enlarged
Assimilated	Controlled	Ensured
Assisted	Convinced	Established
Attained	Co-opted	Estimated
Audited	Co-ordinated	Evaluated
Augmented	Corrected	Examined
Authorised	Corresponded	Executed
Averted	Counselled	Expanded
Balanced	Created	Expedited
Bought	Criticised	Explained
Budgeted	Cultivated	Explored
Built	Customised	Extracted
Calculated	Decentralised	Facilitated
Cared for	Decreased	Familiarised
Categorised	Decided	Forecasted
Centralised	Defined	Formed
Chartered	Delegated	Formulated
Checked	Delivered	Founded
Co-ordinated	Demonstrated	Gained
Coached	Designed	Generated
Collaborated	Detected	Guided
Collated	Determined	Handled

Helped
Identified
Imparted
Implemented
Improvised
Improved
Inaugurated
Incorporated
Increased
Indicated
Influenced
Initiated
Inspected
Inspired
Installed
Instigated
Instituted
Instructed
Insured
Integrated
Interacted
Interpreted
Intervened
Interviewed
Introduced
Invented
Invested
Investigated
Involved
Judged
Launched
Lectured
Led
Learned
Liaised
Maintained
Managed
Measured
Mediated
Merged
Minimised
Modernised
Modified
Monitored
Motivated
Negotiated
Networked
Observed
Obtained
Operated
Organised
Originated
Oversaw
Passed

Performed
Persevered
Persuaded
Pioneered
Planned
Positioned
Predicted
Prepared
Prescribed
Presented
Prevented
Prioritised
Processed
Procured
Produced
Programmed
Progressed
Promoted
Prompted
Proposed
Protected
Proved
Published
Purchased
Quantified
Questioned
Ran (e.g. an event)
Realised
Recommended
Reconvened
Recorded
Recruited
Redesigned
Reduced
Referred
Regulated
Renegotiated
Researched
Reorganised
Reported
Represented
Resolved
Responsible for
Resurrected
Reviewed
Revised
Revitalised
Revived
Saved
Scheduled
Selected
Served
Set up
Staffed

Standardised
Shaped
Simplified
Sold
Solved
Specified
Standardised
Stimulated
Streamlined
Strengthened
Structured
Studied
Succeeded
Suggested
Superseded
Supervised
Supported
Surpassed
Trained
Utilised
Won

© Career & Skills Development Service, June
2011