

Key words for CVs and applications

It can sometimes be difficult to think of the words to describe what you have done, and the skills that you have developed. You may also find that you start to repeat yourself, and use the same words continually. Below is a list of some active or “power” words to help you avoid repetition, and improve your application.

Able	Creative	Forecasting	Organised
Accomplished	Cultivating	Founded	Persuasive
Accurate	Debating	Fulfilled	Piloted
Achieved	Deciding	Gained	Planned
Adaptable	Defining	Gathering	Processed
Administered	Delivering	Guiding	Professional
Advanced	Designed	Handling	Profitability
Advised	Detailing	Helping	Promoted
Analysed	Detecting	Illustrating	Provided
Appointed	Determined	Implementing	Qualified
Approachable	Developed	Improving	Repairing
Arranged	Devising	Improvising	Represented
Articulate	Diagnosed	Incentive	Researching
Assembled	Diplomatic	Increased	Resolved
Assessed	Directing	Influencing	Resourceful
Audited	Discovery	Informed	Responsible
Benefited	Displaying	Initiative	Restored
Budgeted	Driving	Inspecting	Satisfied
Built	Editing	Inspiring	Selected
Capable	Effective	Instructing	Significant
Caring	Eliminating	Interpreting	Skillful
Challenging	Empathising	Interviewing	Specialised
Checking	Empowering	Investigating	Stimulated
Co-ordinated	Enhance	Judging	Stretched
Coaching	Ensure	Leading	Studied
Commitment	Enterprising	Learning	Succeeded
Communication	Enthusiasm	Listening	Successfully
Compiling	Established	Maintaining	Tact
Completing	Examining	Managing	Tested
Concise	Exceeded	Manipulating	Trained
Conducting	Excelled	Mediating	Tutoring
Conscientious	Experienced	Monitoring	Uncovered
Consistent	Expertise	Motivated	Understood
Consolidating	Explaining	Mounted	Upgraded
Constructive	Expressing	Negotiating	Utilised
Consulting	Extended	Notable	Versatile
Contribution	Flexible	Operated	Widened