



# Handout

## 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 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     | Determining  | 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       |