

## Action Words for CV Writing

Ability	Accurate	Achieving	Negotiating	Objectives	Operating
Adapting	Administering	Advising	Organising	Patient	Persuading
Analysing	Appraising	Appropriate	Planning	Preparing	Preventing
Approving	Arranging	Assessing	Producing	Professional	Profit
Auditing	Averting	Avoiding	Promoted	Promoting	Providing (services)
Awareness	Building	Centralising	Proving	Publishing	Purchasing (effective)
Challenging	Coaching	Communicating	Qualified	Quality (audit)	Quantifying
Completing	Conducting	Consolidating	Raising	Recruiting (staff/colleagues)	
Constructing	Constructive	Convincing	Redesigning	Reducing (times, lists, overspend)	
Controlling	Co-ordinating	Cost saving	Reorganising	Representing	Researching
Creating	Deadlines	Decentralising	Resolving	Results	Reviewing
Deciding	Delegating	Delivering	Revising	Saving	Scheduling
Demonstrating	Designing	Developing	Securing	Significant (improvements)	
Diagnosing	Directing	Displaying	Solving	Standardising (across rotation)	
Documenting	Eliminating	Enabling	Strategic	Streamlining	Successful
Enforcing	Ensuring	Establishing	Supporting	Teambuilding	Teamworking
Evaluating	Exceeding	Experienced	Training	Upgrading	Validating
Flexibility	Forecasting	Forming	Versatile		
Founding	Gaining	Generating			
Goals	Guiding	Heading			
Impact	Implementing	Improving			
Increasing	Independently	Influencing			
Initiating	Initiative	Interpreting			
Introducing	Investigating	Judgement			
Launching	Leading	Liaising			
Maintaining	Managing	Marketing			
Mediating	Moderating	Modelling			
Modernising	Monitoring	Motivating			

*Adapted from Bishop-Firth, R 'The Ultimate CV for Managers and Professionals', Plymouth, How to Books ISBN 1-85703-584-4*

### Our tips in this series

20 tips successful interview technique

10 tips how to get the job you really want

20 tips bad ideas for your CV

20 tips bad interview techniques

20 tips bad presenting at interviews

20 tips on how to write a successful CV

20 tips presenting to win at interviews

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