

# Descriptive Words Database

## OBJECTIVE

This tutorial gives you a database of strong, positive action verbs to use throughout your CV.

## TUTORIAL

When explaining your achievements on your CV it is easy to develop writer's block. The list below gives you a wide-range of words suitable for all types of CV.

A good CV uses strong language, action verbs and past tense. An even better CV separates responsibilities from achievements. Bear this in mind when considering how you want to show the value you have delivered to your past employers.

Accelerated	Consolidated	Evaluated	Investigated	Positioned
Accomplished	Converted	Evaded	Invigorated	Prepared
Accumulated	Coordinated	Exceeded		Presented
Achieved	Corrected	Executed	Joined	Prevented
Acquired	Counselled	Expanded	Judged	Processed
Administered	Created	Extended		Procured
Advised	Cut	Extracted	Launched	Produced
Analysed			Led	Programmed
Appointed	Decreased	Finished	Lengthened	Promoted
Appraised	Defined	Forecasted	Lessened	Proposed
Arranged	Demonstrated	Formed	Liaised	Proved
Attained	Designed	Formulated	Lightened	Provided
Assessed	Despatched	Founded	Lowered	Publicised
Audited	Determined			Published
Avoided	Developed	Gained	Maintained	Purchased
	Devised	Generated	Managed	
Bought	Directed	Guided	Marketed	Re-arranged
Broadened	Discovered		Maximised	Recommended
Budgeted	Diversified	Halved	Minimised	Recruited
Built	Diverted	Headed	Modernised	Rectified
	Doubled	Highlighted	Modified	Re-designed
Calculated	Downsized	Hired	Monitored	Re-directed
Captured			Motivated	Reduced
Centralised	Edited	Identified		Refined
Changed	Effected	Implemented	Negotiated	Regulated
Checked	Eliminated	Improved		Reinforced
Collated	Employed	Increased	Obtained	Rejected
Collected	Encouraged	Inducted	Operated	Rejuvenated
Combined	Ended	Initiated	Optimised	Related
Compiled	Enforced	Inspired	Ordered	Renewed
Completed	Engineered	Inspected	Organised	Re-organised
Composed	Enhanced	Installed	Outlined	Repaired
Conceived	Enlarged	Instructed		Replaced
Conducted	Ensured	Interpreted	Performed	Represented
Constructed	Eradicated	Interviewed	Piloted	Rescued
Contributed	Established	Introduced	Pioneered	Researched
Controlled	Estimated	Invented	Planned	Resolved

Restored	Serviced	Started	Surveyed	Undertook
Retained	Selected	Stimulated		Unified
Re-structured	Set up	Stopped	Taught	United
Re-vamped	Settled	Streamlined	Tested	Utilised
Reviewed	Shaped	Strengthened	Tightened	
Revised	Shortened	Structured	Trained	Verified
Revived	Simplified	Studied	Transferred	Visited
Re-vitalised	Solved	Succeeded	Transformed	
	Specified	Suggested	Translated	Widened
Saved	Stabilised	Supervised	Travelled	Won
Scheduled	Staffed	Supported		Wrote
Secured	Standardised	Surpassed	Uncovered	

### **TAKE AWAY POINTS**

1: Employers want to learn about what you have achieved, not just what your responsibilities were – action verbs help you to do this.

2: Use a range of words, all in past tense, to demonstrate a number of achievements and skills.