

The words to use in your application

Strengthen your applications with action verbs

Using powerful and accurate verbs to describe your participation level in activities from your experiences can give an employer a clearer and more accurate understanding of your skill level and initiative while highlighting your written communication skills.

Action verb guide

1. Write your resume and cover letter as normal
2. Using this fact sheet, review the words to see if any are more suitable than you have used to describe your participation
3. Avoid using the same verbs regularly throughout the application

Avoid writing in first person

Example

"I developed a process for complaints" → "Initiated and developed a process for a grievance procedure"

Popular and often overused terms and verbs in applications

- Ability
- Experienced
- Developed
- Strong
- Assisted
- Helped

Action Verbs

A

accelerated	activated	admitted	aired	applied	asked	attended
accepted	actuated	adopted	allocated	appointed	assembled	attracted
accompanied	adapted	advanced	altered	appraised	assessed	audited
accomplished	added	advertised	amended	approached	assigned	augmented
accounted	addressed	advised	amplified	approved	assisted	authored
achieved	adhered	advocated	analysed	arbitrated	assumed	authorised
acquired	adjusted	affected	answered	arranged	assured	automated
acted	administered	aided	anticipated	ascertained	attained	availed

B

balanced	began	borrowed	bought	broadened	budgeted	built
bargained						

C

calculated	challenged	closed	commissioned	concluded	continued	corresponded
called	changed	coached	committed	condensed	contracted	counselled
canvassed	channelled	co-authored	communicated	conducted	contrasted	counted
capitalised	charted	coded	compared	conferred	contributed	created
captured	checked	co-led	compiled	configured	contrived	
carried	chosen	collaborated	completed	consolidated	controlled	
cast	circulated	collated	composed	constructed	converted	
catalogued	clarified	collected	computed	consulted	convinced	
centralised	classified	combined	conceived	contracted	co-ordinated	
chaired	cleared	commenced	conceptualised	contained	corrected	

D

dealt	defined	designed	devoted	discounted	distinguished	doubled
debugged	delegated	despatched	diagnosed	discovered	distributed	drafted
decentralised	delivered	detailed	diagrammed	discussed	diversified	drilled
decided	demonstrated	determined	differentiated	dispatched	diverted	
decreased	described	developed	directed	displayed	divested	
deferred	designated	devised	disclosed	disseminated	documented	

E

earned	employed	engaged	enrolled	estimated	exercised	expressed
eased	empowered	engineered	ensured	evaluated	expanded	extended
edited	enabled	enhanced	entered	examined	expedited	extracted
educated	enacted	enjoyed	entertained	exceeded	experienced	extrapolated
effected	encouraged	enlarged	equated	exchanged	experimented	
elected	endorsed	enlisted	escorted	executed	explained	
eliminated	enforced	enriched	established	exempted	exposed	

F

fabricated	fielded	financed	focused	formulated	framed
facilitated	figured	fine-tuned	forecasted	fortified	fulfilled
familiarised	filed	fitted	formalised	found	functioned
fashioned	filmed	fixed	formed	founded	furnished

G

gained	gauged	generated	gradual	granted	grouped
gathered	gave	governed	graduated	greeted	guided

H

handled	harmonised	headed	held	helped	hired	hosted
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I

identified	improvised	indoctrinated	inspected	instituted	interviewed	invited
illuminated	inaugurated	induced	inspired	instructed	introduced	involved
illustrated	incorporated	influenced	installed	integrated	invented	isolated
implemented	increased	informed	instigated	interfaced	invested	issued
improved	incurred	initiated	instilled	interpreted	investigated	

J

joined judged

K

kept

L

launched lectured liaised liquidated lobbied located lowered
learned led lightened litigated localised lodged

M

machined manufactured maximised merged moderated motivated
made marketed measured met modernised mounted
maintained master-
minded mediated minimised modified moved
managed merchandised modelled monitored multiplied

N

named narrated negotiated nominated nurtured

O

observed offered opened operationalised ordered originated overhauled
obtained offset operated orchestrated organised overcame oversaw

P

packaged perceived pioneered presided procured proposed pursued
paid perfected placed prevented produced protected
participated performed planned priced profiled proved
passed permitted played printed programmed provided
patterned persuaded polled prioritised projected publicised
penalised phased prepared proved promoted published
penetrated pinpointed presented proceeded prompted purchased

Q

quantified quoted

R

raised recognised reduced rejected repaired resolved reversed
ran recommended referred related replaced responded reviewed
ranked reconciled refined relocated reported restored revised
rated recorded regained remedied re-positioned restructured revitalised
reacted recovered regulated remodelled represented restyled rewarded
read recruited rehabilitated renegotiated requested retrieved routed
rearranged rectified reinforced renovated researched revamped
received redesigned reinstated reorganised reshaped revealed

S

safeguarded	selected	shortened	spearheaded	standardised	studied	surpassed
salvaged	sent	showed	specified	steered	submitted	surveyed
saved	separated	signed	speculated	stimulated	substantiated	synchronised
scheduled	served	simplified	spoke	stored	substituted	synthesised
schooled	serviced	skilled	sponsored	straightened	suggested	systematised
screened	set	sold	spread	streamlined	summarised	
searched	settled	solidified	stabilised	strengthened	supervised	
secured	shaped	solved	staffed	stressed	supplied	
segmented	shared	sorted	staged	structured	supported	

T

tabulated	telephoned	theorised	traded	transferred	travelled	turned around
tailored	terminated	tightened	trained	transformed	treated	
targeted	tested	took	transacted	translated	trimmed	
taught	testified	traced	transcribed	transported	tripled	

U

uncovered	unified	united	updated	upgraded	used	utilised
undertook						

V

validated	valued	verified	viewed	visited	voted	
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W

weighed	welcome	widened	witnessed	won	worked	wrote
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For further details, please contact:

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