

Words to use in your application

Strengthen your application with action verbs.

Using powerful and accurate verbs to describe your participation in activities and 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

- Write your resume and cover letter as normal.
- Using this fact sheet, review the words to see if any of the action verbs in the list below are more suitable than what you have used to describe your participation.
- Avoid repeating the same verbs throughout the application.

Avoid writing in first person

I developed a process of complaints becomes Initiated and developed a process for a grievance procedure.

Popular and often overused terms and verbs in applications

Ability	Developed	Assisted
Experienced	Strong	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	centralised	circulated	co-led	communicated	concluded	contacted
called	chaired	clarified	collaborated	compared	condensed	contained
canvassed	challenged	classified	collated	compiled	conducted	continued
capitalised	changed	cleared	collected	completed	conferred	contracted
captured	channelled	closed	combined	composed	configured	contrasted
carried	charted	coached	commenced	computed	consolidated	contributed
cast	checked	co-authored	commissioned	conceived	constructed	contrived
catalogued	chosen	coded	committed	conceptualised	consulted	controlled

C continued

converted	co-ordinated	corrected	corresponded	counselled	counted	created
convinced						

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

G

gained	gauged	generated	graded	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
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K

kept

L

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

M

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

N

named	narrated	negotiated	nominated	nurtured		
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O

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

P

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

P continued

proposed	proved	provided	publicised	published	purchased	pursued
protected						

Q

quantified	quoted
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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	served	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
tailored	terminated	tightened	trained	transformed	treated
targeted	tested	took	transacted	translated	trimmed
taught	testified	traced	transcribed	transported	tripled

U

uncovered	unified	updated	used
undertook	united	upgraded	utilised

V

validated	valued	verified	viewed	visited	voted
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W

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

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