



## Powerful Words

The following is a list of verbs or 'action words' you can choose from to strengthen your CV and covering letter



- |              |              |              |
|--------------|--------------|--------------|
| Accomplished | Eradicated   | Prepared     |
| Achieved     | Established  | Processed    |
| Activated    | Estimated    | Procured     |
| Acquired     | Examined     | Promoted     |
| Administered | Exceeded     | Purchased    |
| Allocated    | Expanded     | Qualified    |
| Advised      | Extended     | Recommended  |
| Appointed    | Filed        | Recruited    |
| Appraised    | Financed     | Reduced      |
| Arranged     | Forecasted   | Regulated    |
| Assessed     | Formed       | Replaced     |
| Audited      | Generated    | Reported     |
| Boosted      | Guided       | Represented  |
| Briefed      | Graded       | Responded    |
| Broadened    | Helped       | Reviewed     |
| Changed      | Identified   | Saved        |
| Chaired      | Implemented  | Simplified   |
| Closed       | Improved     | Sold         |
| Collected    | Incorporated | Sorted       |
| Communicated | Increased    | Started      |
| Completed    | Influenced   | Streamlined  |
| Computerised | Innovated    | Structured   |
| Concentrated | Inspected    | Submitted    |
| Consulted    | Initialised  | Supervised   |
| Consolidated | Interviewed  | Synchronized |
| Controlled   | Introduced   | Surveyed     |
| Converted    | Involved     | Targeted     |
| Co-ordinated | Issued       | Taught       |
| Counselled   | Launched     | Terminated   |
| Cut          | Lectured     | Tracked      |
| Dealt        | Led          | Trained      |
| Delegated    | Managed      | Transformed  |
| Demonstrated | Measured     | Uncovered    |
| Designed     | Merged       | Updated      |
| Developed    | Modified     | Verified     |
| Devised      | Observed     | Widened      |
| Directed     | Organised    | Won          |
| Documented   | Participated | Worked       |
| Doubled      | Performed    | Wrote        |
| Earned       | Planned      |              |
| Eliminated   |              |              |
| Engaged      |              |              |
| Enlarged     |              |              |
| Ensured      |              |              |