MASSEY UNIVERSITY
TE KUNENGA KI PŪREHUROA
UNIVERSITY OF NEW ZEALAND

Career & Employment Service

Action words

By using active and positive words in your CV; cover letter; application forms and in interviews you'll be enhancing your impact and making a stronger impression on potential employers. They highlight what you have achieved in all aspects of your life - not just the tasks you have carried out. To be effective they should convey what you have done and therefore what you are capable of doing for an employer.

They imply a range of skills, capabilities, achievements, responsibilities, and experience that you have and that you can offer to an employer. If you are unsure of the meaning of a word, check the dictionary before you use it. Some words listed will be applicable to more than one of the categories below.

COMMUNICATION

Addressed	Distributed	Prescribed	Showed
Advertised	Edited	Presented	Spoke
Circulated	Emphasised	Promoted	Summarised
Clarified	Explained	Publicised	Surveyed
Coached	Identified	Recommended	Translated
Communicated	Instructed	Represented	Transmitted
Corresponded	Lectured	Reported	Tutored
Displayed	Oriented	Responded	Wrote

LEADERSHIP

Activated	Convinced	Headed	Projected
Allocated	Dealt with	Influenced	Regulated
Appointed	Delegated	Inspired	Selected
Approved	Designated	Integrated	Settled
Assigned	Directed	Led	Spearheaded
Authorised	Encouraged	Managed	Specified
Awarded	Enforced	Mentored	Sponsored
Chaired	Evaluated	Navigated	Stipulated
Conducted	Executed	Oversaw	Supervised
Controlled	Governed	Piloted	Trained
Conducted	Hired	Presided	Transformed

INITIATIVE

Attended	Established	Maintained	Reviewed
Automated	Examined	Monitored	Shipped
Collected	Expedited	Moved	Solicited
Compiled	Founded	Operated	Sorted
Considered	Handled	Packaged	Staffed
Contracted	Implemented	Participated	Submitted
Delivered	Increased	Performed	Supplied

Action words

Discharged
Engaged
Engineered
Ensured
Inspected
Instituted
Interviewed
Launched
Processed
Proposed
Received
Recruited
Systematised
Trained
Utilised
Verified

INTERPERSONAL

Accommodated
Adjusted
Advised
Agreed
Assisted
Consulted
Contributed
Co-operated
Counselled
Facilitated
Guided
Harmonised
Influenced
Listened
Mediated
Modified
Motivated
Negotiated
Personalised
Persuaded
Provided
Reconciled
Related
Requested
Respected
Served
Shared
Taught

ORGANISATIONAL

Arranged
Administered
Anticipated
Assembled
Budgeted
Calculated
Catalogued
Charted
Consolidated
Co-ordinated
Dispatched
Drafted
Decided
Decreased
Enlisted
Gathered
Introduced
Ordered
Organised
Programmed
Planned
Prepared
Purchased
Recorded
Reorganised
Reported
Required
Retrieved
Scheduled
Specified
Structured
Synthesized

RESULTS-ORIENTED

Accomplished
Accounted
Achieved
Advanced
Altered
Attained
Attracted
Awarded
Benefited
Built
Changed
Combined
Completed
Constructed
Dismantled
Earned
Eliminated
Expanded
Finished
Generated
Identified
Improved
Manufactured
Marketed
Obtained
Predicted
Prevented
Produced
Profited
Reduced
Repaired
Replaced
Solved
Tested
Turned around
Upgraded

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CREATIVITY

Acted	Created	Forecasted	Proposed
Adapted	Designed	Formulated	Researched
Authored	Developed	Illustrated	Revised
Composed	Devised	Initiated	Shaped
Conceived	Established	Invented	Studied
Conceptualised	Estimated	Perceived	Sketched

CRITICAL THINKING/PROBLEM-SOLVING

Analysed	Checked	Discovered	Problem-solved
Applied	Compared	Interpreted	Reasoned
Appraised	Contrasted	Investigated	Resolved
Arbitrated	Defined	Judged	Restored
Assessed	Diagnosed	Observed	Traced

MORE ACTION VERBS...

Audited	Constructed	Extracted	Protected
Balanced	Determined	Involved	Raised
Collaborated	Drew	Modelled	Screened
Conserved	Energised	Offered	Updated