

For Candidates...

CV Words:

When constructing a CV or completing an application form, it's important to project a positive image of yourself. The words and phrases you use can help to create this image.

ACTION WORDS:

These are some general examples of positive "action/achieving" words to use when applying for jobs:



- achieved
- administered
- analysed
- built
- capable
- competent
- communicated
- consistent
- controlled
- co-ordinated
- proficient
- profitable
- qualified
- resourceful
- specialised
- successful
- supervised
- trained
- versatile
- willing
- created
- designed
- developed
- directing
- efficient
- established
- expanded
- experience
- guided
- implemented
- improved
- initiated
- lead
- managed
- monitored
- organised
- participated
- positive
- processed
- produced



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ACTION PHRASES:

- Analysed problems and developed solutions
- Excellent interpersonal and people management skills
- Able to analyse and interpret data
- Able to exercise good judgement and sound reasoning
- Good interpersonal skills
- Able to concentrate and pay attention to detail
- Can work well on own initiative
- A good communicator
- Experienced, self motivated and energetic
- Ability to organise and motivate staff
- A good planner
- Careful and methodical approach
- Able to work accurately under pressure
- Good organiser with an eye for detail
- A good team worker
- Patient, tolerant and able to communicate
- A good listener with a common sense approach
- Persuasive but tactful
- A flexible approach to changing situations
- A manager of change
- Determination and drive to see projects to successful completion
- An active decision maker
- An effective time manager
- Highly numerate and computer literate
- Adaptable to team or individual roles
- Produces to deadlines
- Extensive visual memory

Always remember to give examples of what you have actually achieved, you must always justify those bold claims of expertise.

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