

Using voluntary work to get ahead in the job market



The Open
University

Worksheet 5

Finding the right words

It can be hard to think of different ways of expressing what seem to be everyday tasks. This list of strong 'action words' will help you to sell yourself more effectively on paper.

Activity

See if the words themselves prompt you to think of any examples of when you demonstrated related skills. You might need to amend your log, but if, for example, you're demonstrating where you showed 'initiative', just choose two or three of the most impressive examples. You don't want to deliver a speech at an interview!

Advised	Convinced	Improved	Observed	Recorded
Analysed	Coordinated	Increased	Obtained	Represented
Arranged	Created	Initiated	Operated	Researched
Assembled	Delivered	Installed	Ordered	Reviewed
Assisted	Designed	Instituted	Organised	Served
Audited	Developed	Instructed	Performed	Sold
Calculated	Directed	Interpreted	Persuaded	Solved
Collected	Discovered	Invented	Planned	Studied
Completed	Distributed	Involved	Presented	Supervised
Conducted	Evaluated	Maintained	Processed	Supplied
Consolidated	Examined	Managed	Produced	Trained
Consulted	Expanded	Negotiated	Promoted	Translated
Contacted	Identified	Networked	Provided	