



Positive words for job applications

When writing documents for job applications, including letters, resumes and key selection criteria - it's always handy to have a reference of suitable, positive words to use in highlighting your capabilities. For example, rather than saying "I talked to some other people about..." – a more positive version that highlights a key skill would be "I consulted with my colleagues about...".

Here are some words you can use to assist in promoting your skills to employers.

accelerated	catalogued	despatched	experimental	informed
accomplished	chaired	determined	explained	initiated
achieved	characterised	developed	expressed	innovated
acquired	chosen as	devised	extended	inspected
acted	clarified	differentiated	extracted	inspired
adapted	classified	directed	facilitated	installed
addressed	closed	discussed	familiarised	instigated
administered	coached	disseminated	fashioned	instituted
adopted	co-authored	distinguished	financed	instituted
advanced	collaborated	distributed	fine-tuned	instructed
advised	collected	diversified	fixed	integrated
aided	co-led	diverted	focused	interviewed
allocated	compared	documented	followed	introduced
analysed	conceived	doubled	forecast	invented
applied	concentrated	drafted	formed	investigated
appointed	conceptualised	earned	formulated	invited
appraised	conducted	edited	founded	issued
approved	configured	educated	gained	judged
arranged	consolidated	eliminated	generated	kept
assembled	consulted	employed	given	launched
assigned	contacted	empowered	grouped	lectured
assisted	contained	enabled	guided	led
assured	contemplated	enacted	handled	liaised
attained	continued	encouraged	harmonised	lowered
attended	controlled	engineered	headed	made
attuned to	converted	enhanced	held	maintained
audited	co-ordinated	enjoyed	helped	managed
authored	copied	enlarged	hired	marketed
automated	corrected	enlisted	hosted	mediated
avoided	correspond	enrolled	identified	moderated
awarded	counselled	ensured	illustrated	modified
balanced	created	equated	imagined	monitored
began	critiqued	established	implemented	motivated
believed	curtailed	evaluated	improved	negotiated
bought	cut	examined	improvised	nominated
broadened	decreased	exceeded	incorporated	obtained
brought in/about	delegated	executed	increased	opened
budgeted	demonstrated	expanded	indexed	operated
built	departmentalised	expedited	indoctrinated	organised
calculated	designed	experienced	influenced	originated



overcame	publicised	reported	shaped	synthesised
overhauled	published	re -positioned	shared	systemised
oversaw	purchased	represented	skilled	tabulated
packaged	ran	researched	sold	took part
participated	raised	re -shaped	solidified	taught
penetrated	re -arranged	resolved	solved	telephoned
perfected	recognised	restored	sorted	theorised
performed	recognition	restructured	specified	trained
permitted	recommended	re -styled	sponsored	transcribed
persuaded	reconciled	retained	stimulated	translated
pioneered	recorded	retrieved	stored	travelled
planned	recruited	reversed	straightened	trimmed
played	rectified	reviewed	streamlined	tripled
prepared	re -designed	revised	strengthened	turned around
presided over	reduced	revitalised	structured	undertook
prioritised	referred	saved	studied	upgraded
processed	refined	scheduled	substituted	used
produced	regulated	schooled	suggested	utilised
programmed	rehabilitated	screened	summarised	validated
progressed	related	searched	supervised	verified
projected	re -located	secured	supported	voted
promoted	remodelled	selected	surpassed	won
proposed	renovated	served as	surmounted	worked
protected	re -organised	set	surveyed	wrote
provided	repaired	settled	switched	

Positive words list Choose six words that make a positive impression on you	Put the words into context Write a sentence using the word to highlight your individual skills