

Useful words



Flinders
UNIVERSITY

inspiring achievement

Active language

Most resume dot points start with the same words. Overuse means they may have lost their meaning over time and don't do much to sell your accomplishments.

Try using more creative verbs and active language to describe your achievements.

Technical	Consulting	Leadership	Communication	Problem Solving
<ul style="list-style-type: none"> Adapted Applied Assembled Built Computed Conducted Configured Debugged Designed Developed Diagnosed Engineered Implemented Installed Maintained Migrated Operated Participated Performed Planned Programmed Provided Remodelled Solved Standardised Upgraded 	<ul style="list-style-type: none"> Advised Aided Analysed Answered Assisted Clarified Coached Contributed Consulted Demonstrated Diagnosed Educated Encouraged Evaluated Explained Facilitated Guided Helped Individualised Informed Instilled Instructed Persuaded Planned Recommended Resolved Simplified Supported Taught Trained Volunteered 	<ul style="list-style-type: none"> Administered Assigned Analysed Appointed Approved Assigned Assisted Attained Authorised Chaired Coordinated Decided Delegated Directed Established Executed Led Managed Mentored Motivated Organised Oversaw Planned Prioritised Reviewed Scheduled Supervised 	<ul style="list-style-type: none"> Arranged Authored Collaborated Communicated Consulted Contacted Corresponded Defined Discussed Drafted Edited Explained Interacted Interpreted Interviewed Joined Listened Negotiated Observed Participated Presented Recommended Reported Responded Translated Wrote 	<ul style="list-style-type: none"> Acted Aligned Composed Created Customised Designed Developed Diagnosed Directed Established Modelled Performed Planned Provided Recommended Shaped Solved

Personal attributes

Tick the characteristics that make you unique and use them to describe yourself more creatively.

Attributes	accountable	adaptable	adventurous	agreeable	altruistic
analytical	articulate	artistic	assertive	attentive	balanced
calm	candid	careful	caring	cheerful	circumspect
collaborative	committed	compassionate	competitive	concise	confident
considerate	constructive	co-operative	co-ordinated	courteous	creative
decisive	dedicated	dependable	determined	devoted	direct
disciplined	driven	dynamic	eager	efficient	eloquent
empathetic	encouraging	energetic	engaging	enterprising	enthusiastic
entrepreneurial	expressive	fair	flexible	focused	friendly
fun	funny	generous	gentle	graceful	grateful
gregarious	hard-working	helpful	honest	humble	imaginative
industrious	innovative	insightful	inspiring	intuitive	just
kind	logical	loyal	methodical	moderate	modest
motivated	nurturing	objective	observant	open-minded	optimistic
orderly	organized	original	patient	perceptive	personable
polite	positive	practical	precise	productive	professional
punctual	persuasive	realistic	receptive	reliable	resourceful
respectful	responsible	sincere	sympathetic	systematic	tenacious
thorough	trustworthy	visionary			

Source: Bright, J., Earl, J & Winter, D. (2014) *Brilliant Graduate CV*. Harlow UK: Pearson Education Limited