

# CV VOCABULARY

## TOOTHsome VERBS

- **Increased** / Grew / Developed / Expanded / Improved / Raised / Heightened / Enlarged / Broadened / Diversified / Accelerated / Optimised / Augmented / Delivered / Produced / Maximised / Accrued / Outperformed / Accumulated / Overcame / Exceeded (expectations or targets) / Surpassed
- **Won** / Beat / Succeeded / Achieved / Performed / Executed / Delivered / Accomplished / Secured / Anticipated / Compelled / Forced / Precluded / Prevented / Averted / Impeded
- **Reduced** / Minimised / Diminished / Saved / Lessened / Halved / Shortened (usually time or lead times) / Trimmed / Stemmed / Eliminated (usually waste) / Dispensed (with the need for) / Eradicated / Curtailed / Obviated (the need for) / Generated savings / Lightened
- **Initiated** / Started / Began / Launched / Founded / Activated / Instigated / Introduced / Set up
- **Developed** / Devised / Pioneered / Designed / Formulated / Originated / Discovered / Conceived / Generated / Created / Built / Commissioned / Formed (usually a team) / Assembled (a team) / Staffed / Established / Installed / Constructed / Planned / Composed
- **Instructed** / Ordered / Taught / Guided / Tutored / Coached / Piloted / Mentored / Appraised / Reviewed / Trained / Upskilled / Cross-trained
- **Deferred** / Put Off / Pushed back / Postponed / Adjourned / Suspended / Extended
- **Led** / Drove / Directed / Spearheaded / Headed / Central role in ... / Managed / Supervised / Oversaw / Presided / Project managed / Co-ordinated / Facilitated / Arranged / Organised / Monitored / Controlled / Assigned / Budgeted / Scheduled / Rostered
- **Supplanted** / Replaced / Displaced / Superseded / Succeeded / Overtook / Surpassed / Took over from
- **Represented** / Epitomised / Stood for / Characterised / Spoke for / Symbolised / Embodied
- **Supported** / Provided / Sustained / Buttressed / Strengthened / Fortified / Reinforced / Complied with / Encouraged / Motivated / Inspired / Assisted / Stimulated / Released management from / Lightened (the load of something or somebody)
- **Worked closely with** / Collaborated / Liaised with / Consulted widely / Interacted / Consulted appropriately / Consulted with stakeholders / Co-operated / Worked together with
- **Analysed** / Captured (information) / Examined / Identified / Probed / Highlighted / Studied / Diagnosed / Uncovered / Detected / Evaluated / Defined / Calculated / Researched / Investigated
- **Sold** / Marketed / Brokered / Negotiated / Persuaded / Influenced / Espoused / Publicised / Represented / Promoted / Gained approval for / Lobbied / Gained a foothold in / Broke into
- **Enhanced** / Improved / Developed / Streamlined / Standardised / Tightened up / Put shape on / Shaped / Structured / Edited / Reorganised / Updated / Renewed / Modernised / Redesigned / Modified / Revamped / Overhauled / Effected change / Rearranged / Transformed / Restructured /

Changed / Refined / Converted / Altered / Change managed / Revolutionised / Simplified / Revised

- **Disseminated** / Distributed / Allocated / Supplied / Circulated / Spread
- **Submitted** / Posited / Presented / Contributed / Tabled / Suggested / Urged / Served as / Pitched / Positioned / Illustrated / Related / Recommended / Advised / Counselling / Imposed / Steered / Outlined
- **Transitioned** / Moved / Shifted / Combined / Transferred / Relocated / Redeployed / Repositioned / Shuffled / Rearranged
- **Approved** / Endorsed / Permitted / Enabled / Authorised / Empowered / Consented to / Enacted / Sanctioned / Agreed / Concurred / Gained consensus
- **Implemented** / Brought to conclusion / Consolidated / Finalised / Resolved / Completed / Concluded / Settled / Firmed up / Ended
- **Recognised for** / Consistently recognised for / Praised for / Selected by management to / Singled out to ...
- **XXXXXX focused** (e.g. Customer-focused, Quality-focused, Sales-driven, Target-oriented, Results-focused)
- **Gained approval for** / Suggested and implemented / Promoted / Identified the need for / Highlighted / Mounted a campaign for
- **Ensured** / Guaranteed / Made certain / Leveraged / Expedited / Gained advantage by / Forced / Eased
- **Administered** / Ran / Conducted / Undertook to / Processed / Maintained / Fostered / Handled / Dealt with / Implemented / Enforced
- **Recruited** / Selected / Hired / Interviewed / Enlisted / Attracted / Drafted / Appointed
- **Garnered** / Collated / Gained / Procured / Purchased / Acquired / Compiled / Attained / Obtained / Collected / Extracted / Removed / Took out / Pulled out
- **Utilised** / Made use of / Applied / Exploited / Employed / Operated / Exercised / Drew on
- **Mediated** / Interceded / Reconciled / Brought solution about / Brought together / Arbitrated / Unified
- **Verified** / Confirmed / Tested / Checked / Determined / Authenticated / Traced / Proved / Demonstrated / Audited / Inspected / Reviewed / Documented / Substantiated / Reconciled / Corroborated
- **Restored** / Remedied / Mended / Repaired / Stabilised / Reinstated / Corrected / Returned / Rebuilt / Fixed / Revitalised / Renewed / Revived / Breathed life back into / Rejuvenated / Rectified
- **Interpreted** / Translated / Deduced / Deciphered / Unravelling / Worked out / Solved
- **Criticised** / Assessed / Disparaged / Censured / Critiqued

- **Protected** / Defended / Preserved / Secured / Conserved / Retained / Safeguarded / Upheld / Thwarted (competitor) / Blunted (someone else's efforts) / Prevented / Stopped / Impeded / Forestalled / Hindered / Obstructed / Avoided / Evaded / Diverted
- **Decided** / Determined (the outcome) / Chose / Took the decision to / Fixed on / Opted for / Elected to (do something)
- **Specified** / Detailed / Stipulated / Denoted / Indicated / Delineated / Itemised / Insisted upon
- **Forecasted** / Foresaw / Predicted / Anticipated / Foretold / Envisaged
- **Prepared** / Readied / Made ready / Set / Made plans for / Laid out
- **Declined** / Rejected / Rebuffed / Refused / Turned down

### DESCRIPTIVE TERMS TO USE ABOUT YOURSELF

- **Professional** / Conscientious / Specialised / Meticulous / Disciplined / Responsible / Reliable / Efficient / Diligent
- **Strong** / Adept / Sound / Effective / Successful / Thorough / Accomplished / Well developed / Above average / Confident
- **Excellent** / Exceptional / Outstanding / Superior / Highly developed / High capacity
- **Innovative** / Creative / Diverse / Inventive / Original / Resourceful / Ingenious / Imaginative
- **Strategic** / Pro-active / Clear / Astute / Measured / Cogent / Incisive / Shrewd / Coherent
- **Flexible** / Adaptable / Open / Versatile / Accommodating
- **Trusted** / Well regarded / Reputation gained with / Respected / Valued / Esteemed
- **Competitive** / Ambitious / Progressive / Tenacious / Market-driven / Results-driven / Goal-oriented / Performance-focused / Determined
- **Proven** / Demonstrable / Track record in / Comfortable with / Familiar with / Adept with / At ease with / Full knowledge of / In-depth knowledge of / Skilled in / Confirmed / Verified
- **Successful** / Consistent / Seasoned / Highly experienced / Effective / Senior / Dependable / Unfailing
- **Committed** / Motivated / Highly motivated / Dedicated / Staunch / Loyal / Enthusiastic / Keen
- **Tangible** / Concrete / Substantial / Material / Significant
- **Diplomatic** / Sensitive / Tactful / Judicious / Subtle / Prudent / Perceptive / Discreet
- **Blue-chip** / World-class / Industry leader / Market leading (*all of these would refer to the companies you have worked with*)

### QUALIFIERS

- **Quickly** / Rapidly / Swiftly / Promptly / Speedily / Briskly / Efficiently / Punctually / Without delay
- **Successfully** / Competently / Capably / Aably / Proficiently / Adeptly / Effectively / Responsibly

- **Cautiously** / Carefully / Judiciously / Prudently / Selectively / Discreetly / Tactfully
- **Consistently** / Constantly / Always / Unfailingly
- **Creatively** / Ingeniously / Resourcefully / Imaginatively
- **Decisively** / Resolutely / Definitely / Positively / Assertively
- **Flexibly** / Adaptively / Changeably
- **Enthusiastically** / Passionately / Earnestly / Keenly / Eagerly / Intensely / Ardently / Energetically / Vigorously
- **Slowly** / Gradually / Steadily / Progressively
- **Significantly** / Dramatically / Substantially / Radically / Considerably / Tremendously

### STARTING OUT

- Appointed
- Headhunted as
- Joined XXXX as
- Approached by XXXX to become ...
- Invited to join XXXX as
- Gained position as
- Offered full-time post as
- Invited to return to XXXX as

### HEADINGS FOR THE SECTIONS OF YOUR CV

- Profile / Professional Profile / Overview / Summary / At A Glance / Thumbnail Sketch
- Core Competencies / Key Skills / Skillset / Principal Skills / Notable Skills
- Key Achievements / Major Contributions / Track Record
- Career to Date / Career & Achievements / Professional Progression / Career & Accomplishments / Relevant Career Details / Work Experience / Professional Background
- Education / Qualifications / Education & Accreditations / Education & Training / Professional Development / Training
- Publications / Presentations / Research Interests / Selected Publications
- Professional Memberships / Professional Associations and Development
- Extra-curricular Activities / Outside Interests / Interests / Hobbies / Pastimes
- Contact Details / Contact & Personal Details
- References / Referees / Supporting References / Professional References

**THE SCOPE OF THE JOB THAT YOU DO/DID**

- My remit included ...
- My purview ...
- Core responsibilities included ...
- Highlights: *(followed by a pithy, bulleted list)*
- My central function was ...
- My brief encompassed ...
- My primary function was ...
- I was tasked with ...
- Along with the typical responsibilities of the role, I also had the following brief ...
- My duties included ... (*'duties' as a descriptive implies a relatively junior position – careful!*)

Extracted from *Where's My Oasis? – The essential handbook for everyone wanting that perfect job* by Rowan Manahan, © 2004. Published by Vermilon (Random House)

