

Positive Action Words to use in your applications which should help impress favourably a potential employer e.g.

<p>Experience</p> <ul style="list-style-type: none"> ➤ Demonstrated skills in... ➤ Extensive academic/practical background in... ➤ Experienced in all aspects of... ➤ Knowledge of/experienced as/proficient in... ➤ Provided technical assistance to... 	<p>Success</p> <ul style="list-style-type: none"> ➤ Promoted to... ➤ Succeeded in... ➤ Proven track record in... ➤ Experience involved/included... ➤ Successful in/at... ➤ Delivered... 	<p>Roles</p> <ul style="list-style-type: none"> ➤ Analysed/evaluated... ➤ Established/created/ designed... ➤ Formulated ➤ Initiated ➤ Managed ➤ Presented
<p>Ability</p> <ul style="list-style-type: none"> ➤ Trained in... ➤ Proficient in/competent at... ➤ Initially employed to... ➤ Expert at... ➤ Working knowledge of... ➤ Organised... 	<p>Responsibilities</p> <ul style="list-style-type: none"> ➤ In charge of... ➤ Supervised/delegated ... ➤ Now involved in/coordinate... ➤ Familiar with... ➤ Employed to/handle... ➤ Assigned to... ➤ Project managed... 	<p>Personal Attributes</p> <ul style="list-style-type: none"> ➤ Committed to... ➤ Confident ➤ Enthusiastic user of... ➤ Actively sought

Expanding your List of Personal Skills

<p>Advising Individuals Arranging Social Events Calculating Numerical Data Checking for Accuracy Classifying Records Coaching Individuals Compiling Figures Constructing Buildings Coordinating Events Correspondence with Customers Counselling People Delegating Responsibility Dispensing Information Drafting Reports</p>	<p>Editing Documents Handling Customers' Complaints Inspecting Interpreting Data Interviewing People Managing Staff Maintaining Records Mediation between People Motivating Others Operating Equipment Organising People and Work Persuading Others Panning Agendas Preparing Charts or Diagrams</p>	<p>Programming Microcomputers Promoting Events Protecting Property Raising Funds Recording Data Repairing Mechanical Equipment Reviewing Running Meetings Selling Products Serving the Public Setting up Demonstrations Speaking in Public Supervising Staff Teaching Using Computers</p>
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