

## CV Writing

It is claimed that a CV gets no more than 30 – 60 seconds attention and is literally skimmed by the recipient. You therefore have to grab and maintain interest and attention of the reader to ensure that your CV is put in the “yes” pile. **There is no such thing as one perfect CV and you will need to target it in some way for each application.**

The wording you use will be critical in order to get your potential across to the recruiters; below is a list of action verbs that you might want to consider.

<b>A</b>	<b>D</b>	<b>H</b>	<b>N</b>	<b>S</b>
Accelerated	Decreased	Halved	Navigated	Satisfied
Accomplished	Decided	Handled	Negotiated	Scheduled
Accrued	Defined	Headed	Nominated	Secured
Accumulated	Delivered	Heightened	<b>O</b>	Selected
Achieved	Demonstrated	Helped	Observed	Served
Acquired	Designed	<b>I</b>	Offered	Shaped
Activated	Directed	Identified	Operated	Simplified
Adapted	Discovered	Illustrated	Organised	Streamlined
Addressed	Displayed	Implemented	Outlined	Supplied
Administered	<b>E</b>	Improved	Overcame	Supported
Advised	Earned	Improvised	<b>P</b>	Surpassed
Analysed	Edited	Increased	Persuaded	<b>T</b>
Anticipated	Educated	Influenced	Piloted	Tailored
Appointed	Effected	Informed	Pioneered	Tested
Appraised	Employed	Innovated	Planned	Tracked
Assembled	Encouraged	Inspired	Predicted	Trained
Awarded	Enhanced	Integrated	Presided	Transformed
<b>B</b>	Exceeded	Introduced	Produced	Tutored
Balanced	Expanded	<b>J</b>	Proposed	<b>U</b>
Broadened	Extended	Judged	Proved	Uncovered
Budgeted	<b>F</b>	<b>L</b>	<b>Q</b>	Unified
Built	Facilitated	Launched	Qualified	United
Bought	Finalised	Learned	Quantified	Updated
<b>C</b>	Finished	Lectured	Questioned	Utilised
Calculated	Forecast	Led	<b>R</b>	<b>V</b>
Centralised	Formed	Liaised	Raised	Verified
Changed	Formulated	Lowered	Re-arranged	Visited
Collaborated	Founded	<b>M</b>	Recommended	Vitalised
Collated	Furnished	Maintained	Recruited	<b>W</b>
Compiled	<b>G</b>	Managed	Referred	Widened
Completed	Generated	Marketed	Refined	Won
Connected	Governed	Matched	Renewed	Withstood
Conceptualised	Guaranteed	Maximised	Re-organised	Worked
Correlated	Guided	Motivated	Resolved	Wrote

Below is a list of personal characteristics that you might also want to consider.

Accountable	Catalytic	Talented
Reliable	Effective Writer	Autonomous
Thorough	Straight-Forward	Service-Orientated
Team Contributor	Productive	Quality-Orientated
Flexible	Versatile	Organised
Supportive	Effective	Committed
Intuitive	Dynamic	Logical
Results-Orientated	Analytical	Powerful
Intelligent	Perceptive	Adaptable
Insightful	Open	Culturally Sensitive
Energetic	Risk-Taking	Leading Edge
Creative	Professional	Clear Thinker
Challenging	Skilled	Articulate
Enthusiastic	Experienced	Conceptual