Action words

Using active language when writing about your skills and experience will give your applications added impact.

Action words can make your writing more concise and engaging, and show-off your skills and contribution.

Without action words: ‘A presentation was given to 50 pupils. My knowledge of geography was used to cover key GCSE topics and arrange some mock exams to help pupils prepare.’

With action words: ‘Presented to a group of 50 pupils. Demonstrated my knowledge of GCSE geography by covering key topics and organised mock exams to help pupils prepare.’

This resource lists some action words that you can use to make your application stand out.
accelerated  accomplished  achieved  activated  acquired  addressed  administered  advised  amended  amplified  analysed  anticipated  applied  appraised  appropriated  approved  arbitrated  arranged  assembled  assessed  assimilated  assisted  attained  audited  augmented  authorised  averted  balanced  bought  built  budgeted  calculated  centralised  charted  checked  coached  collaborated  collated  collected  combined  commanded  compiled  composed  compounded  computed  conceived  concluded  accelerated  condensed  examined  negotiated  networked  observed  obtained  ordered  organised  originated  oversaw  passed  performed  persuaded  pioneered  planned  positioned  predicted  prepared  prescribed  presented  prevented  processed  procured  produced  programmed  progressed  promoted  prompted  proposed  proved  provided  published  purchased  quantified  realised  recommended  renegotiated  reconvened  recorded  recruited  redesigned  reduced  referred  regulated  rejected  renegotiated  reorganised  reported  researched  resolved  restored  restricted  resurrected  reviewed  revitalised  revived  saved  scheduled  selected  served  setup  shaped  simplified  sold  solved  specified  staffed  standardise  started  stimulated  streamlined  strengthened  stretched  structured  studied  succeeded  suggested  supervised  supplied  supported  surpassed  surveyed  taught  terminated  tested  tightened  trained  translated  treated  trimmed  tripled  unified  unravelled  utilised  vitalised  wrote
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<thead>
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<th>Action words by task</th>
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Managed/
Controlled
controlled
directed
headed
instructed
led
managed
ordered
piloted
chaired
regulated
steered
guided
supervised
taught
trained

Obtained/
Used
achieved
accumulated
acquired
bought
captured
collected
employed
hired
interviewed
obtained
gathered
purchased
recruited
retained
secured
utilised

Prevented/
Ended
anticipated
averted
avoided
completed
diverted
eliminated
ended
concluded
evaded
finished
forestalled
halted
removed
prevented
rejected
stemmed
stopped
terminated

Researched/
Studied
analysed
appraised
assessed
audited
calculated
checked
collated
defined
discovered
estimated
evaluated
examined
highlighted
identified
inspected
investigated
monitored
planned
probed
proved
researched
revealed
reviewed
revised
surveyed
tested
traced

Succeeded/
Achieved
accomplished
achieved
attained
completed
ensured
negotiated
overcome
secured
succeeded
finished
won
mastered

Suggested/
Advised
advised
approved
counselling
forecast
guided
assessed
liaised
promoted
proposed
selected
specified
assigned

Urged
encouraged
inspired
motivated
prompted
stimulated
taught
recommended

Wrote
compiled
composed
documented
drafted
edited
interpreted
publicised
published
revised
translated
explained
created