

Effective Words for applications & CVs

Convinced	Awarded	Consulted	Launched	Improved
Approved	Arranged	Contracted	Interviewed	Computed
Administered	Designed	Revised	Mediated	Innovated
Advised	Generated	Diverted	Employed	Invested
Assured	Demonstrated	Compared	Co-ordinated	Originated
Reorganises	Determined	Enabled	Single-handed	Packaged
Accomplished	Collaborated	Influenced	Identified	Reshaped
Analysed	Conducted	Edited	Completed	Resolved
Created	Reviewed	Investigated	Formulated	Solved
Convinced	Corrected	Employed	Marketed	Structured
Counselled	Catalogued	Co-ordinated	Moderated	Negotiated
Closed	Devised	Scheduled	Proposed	Proposed
Balanced	Improved	Eliminated	Grouped	Sorted
Attained	Disseminated	Compiled	Directed	Facilitated
Restructured	Evaluated	Enhanced	Synthesized	Grouped

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Guided	Secured	Incorporated	Supervised	Examined
Handled	Sold	Initiated	Trimmed	Expanded
Hired	Interviewed	Instituted	Turned around	Generated
Integrated	Moderated	Maintained	Undertook	Improvised
Monitored	Participated	Managed	Was responsible for	Increased
Motivated	Presented	Masterminded	Pioneered	Indexed
Recruited	Presided	Obtained	Rectified	Leveraged
Sponsored	Served as	Organised	Solved	Redesigned
Strengthened	Wrote	Performed	Surpassed	
Systematised	Enacted	Reproduced	Decreased	
Verified	Exceeded	Reduced	Distributed	
Persuaded	Executed	Repositioned	Enlarged	
Promoted	Expanded	Retained	Examined	
Recommended	Headed	Revised	Expanded	
Represented	Implemented	Strengthened		