

List of generic job competencies:

Creativity Innovative Interpersonal Skills Critical Thinking Problem Solving Public Speaking Customer Service Skills Teamwork Skills Communication – written Communication - oral Collaboration Accounting Organisation Language skills Administrative skills Analytical skills Logistics Teaching/training Financial planning Marketing skills	Public relations ICT skills Time management Logical thinking Strategic thinker Active listening Transferable skills Presentation skills Active Listening Adaptability Negotiation Conflict Resolution Empathy Customer Service Decision Making Management Leadership skills Project management Bilingual/multilingual
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Action Verbs

Action verbs are words that express an action. In a resume, action verbs are used to highlight your skills, experience and accomplishments. They are specific, clarify your contributions and bring a confident tone to your resume. Using action verbs that are unique and powerful can increase your chances of capturing the attention of an employer and moving to the next step in the hiring process. Here's an example:

Lacks strength and clarity: "Held weekly status meetings to share client updates."

Empowered and detailed: "Spearheaded weekly status meetings to communicate agency revenue growth."

The second option is stronger and more detailed. The action verbs make your contribution clear and impactful.

Action verbs to showcase accomplishments:

- Achieved
- Amplified
- Attained
- Capitalised
- Chaired
- Consolidated
- Deciphered
- Decreased
- Discerned
- Drove
- Enacted
- Endeavoured
- Established
- Exceeded
- Founded
- Pioneered
- Outperformed
- Overhauled
- Sharpened
- Shattered
- Sparked
- Spearheaded
- Steered
- Stimulated
- Streamlined
- Strengthened
- Supervised
- Surpassed

Action verbs to explain responsibilities:

- Accelerated
- Accomplished
- Analysed
- Assembled
- Built
- Charted
- Created
- Constructed
- Coordinated
- Delivered
- Developed
- Executed
- Expanded
- Facilitated
- Finalized
- Forged
- Guided
- Handled
- Headed
- Improved
- Increased
- Initiated
- Implemented
- Instituted
- Operated
- Organized
- Produced
- Reached
- Simplified
- Volunteered

Action verbs to express communication skills:

- Briefed
- Campaigned
- Collaborated
- Composed
- Conveyed
- Convinced
- Documented
- Enlivened
- Instructed
- Performed
- Presented
- Promoted
- Spoke
- Trained

Action verbs for creative experience:

- Authored
- Brainstormed
- Communicated
- Conceptualised
- Curated
- Customised
- Derived
- Designed
- Drafted
- Edited
- Illustrated
- Imagined
- Influenced
- Inspired
- Intensified
- Modelled
- Proofread
- Published

- Redesigned
- Researched
- Strategised
- Storyboarded
- Translated
- Transformed
- Visualised
- Wrote

Action verbs for sales experience:

- Acquired
- Boosted
- Captured
- Conserved
- Converted
- Earned
- Gained
- Generated
- Maximised
- Negotiated
- Outpaced
- Won
- Yielded

Action verbs for leadership and management:

- Advised
- Aligned
- Arranged
- Augmented
- Centralised
- Championed
- Cultivated
- Differentiated
- Directed

- Empowered
- Enabled
- Endorsed
- Enforced
- Ensured
- Forecasted
- Formalised
- Formed
- Fostered
- Furthered
- Hired
- Identified
- Implemented
- Integrated
- Leveraged
- Mentored
- Merged
- Motivated
- Orchestrated
- Optimised
- Predicted
- Reconciled
- Reduced
- Refocused
- Renovated
- Reorganised
- Replaced
- Resolved
- Restructured
- Revitalised
- Shaped
- Supervised
- Sustained
- Trained

Action verbs for experience with finance:

- Audited
- Calculated
- Classified
- Collected
- Equalised
- Evaluated
- Dispensed
- Halted
- Investigated
- Lowered
- Maintained
- Minimised
- Recognised
- Secured

Action verbs for technical experience:

- Advanced
- Architected
- Automated
- Coded
- Deployed
- Detected
- Devised
- Diagnosed
- Discovered
- Engineered
- Enhanced
- Expedited
- Formulated
- Installed
- Launched
- Modified
- Networked

- Planned
- Programmed
- Remodelled
- Rewrote
- Refined
- Tested
- Troubleshoot
- Updated
- Upgraded