

# 04

## BRINGING YOUR ACHIEVEMENTS TO LIFE

As you write your employment history, make sure you use action verbs to communicate your successes and evidence your achievements.

Examples of action verbs:

**Demonstrate your creativity:**

Built, crafted, devised, implemented, pioneered, initiated, established

**Demonstrate your efficiency:**

Enhanced, advanced, capitalised, maximised, leveraged, improved

**Demonstrate your leadership skills:**

Headed, coordinated, executed, managed, operated, organised

**Demonstrate improvements made:**

Refined, remodelled, strengthened, upgraded, transformed

**Demonstrate your management skills:**

Guided, fostered, motivated, recruited, enabled, united

Built, **crafted**,  
devised,  
implemented,  
pioneered, initiated,  
**established**



**Demonstrate bottom-line contributions:**

Reduced, decreased, consolidated, saved, yielded, increased

**Demonstrate overall achievements:**

Awarded, exceeded, outperformed, surpassed, earned, granted

Action verbs in action:

**Rather than stating you have strong communication skills, use verbs like:**

'wrote', 'published', 'edited' or 'swayed'

**As opposed to writing that you have good organisation skills, try:**

'facilitated', 'programmed', 'coordinated', 'allocated' or 'arranged'

**And rather than writing that you always achieved your target goals, try:**

'reached', 'surpassed' or 'accomplished'

You can read more advice on how to use action verbs [here](#).