

Careers and Employability Service

Key Skills Words

Introduction

Have you ever got stuck trying to think of different and more effective verbs to use on your CVs or application forms? Here is a table of some useful synonyms:

Talking to: Addressing Advising Controlling Coordinating Counselling Demonstrating Directing Encouraging Guiding Instructing Interviewing Leading Liaising Marketing Mediating Motivating Negotiating Ordering Performing Presenting Promoting Proposing Providing Recommending Recruiting Representing Resolving Selling Teaching Training Translating Finding out: Analysing Assessing Classifying Collating Defining Designing Devising Establishing	Evaluating Forecasting Identifying Interpreting Interviewing Investigating Researching Testing Tracing Verifying Sorting out: Analysing Arranging Assessing Budgeting Classifying Collating Composing Conceiving Conducting Controlling Coordinating Decreasing Defining Distributing Editing Eliminating Establishing Evaluating Identifying Improving Investigating Itemising Modernising Operating Organising Planning Preparing Producing Redesigning Reducing	Refining Reorganising Researching Resolving Reviewing Revising Scheduling Simplifying Solving Streamlining Transforming Uncovering Verifying Vetting Showing how: Advising Coaching Conducting Demonstrating Directing Guiding Illustrating Instructing Leading Managing Organising Performing Presenting Teaching Training Setting up: Composing Conceiving Creating Designing Developing Devising Establishing Founding Generating	Implementing Initiating Instituting Introducing Inventing Launching Leading Opening Originating Pioneering Planning Preparing Producing Promoting Starting Improving: Broadening Combining Consolidating Converting Cutting Decreasing Developing Devising Doubling Editing Eliminating Expanding Improving Increasing Innovating Minimising Modernising Recommending Redesigning Reducing Refining Reorganising Resolving Restructuring	Revising Saving Servicing Solving Streamlining Strengthening Transforming Uncovering Unifying Widening Giving out: Delivering Despatching Distributing Expanding Generating Launching Presenting Processing Producing Promoting Providing Serving Transferring In charge of: Administering Approving Conducting Controlling Coordinating Directing Heading Leading Managing Representing Supervising
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