# Professional and active language for applicants

A person wearing a white shirt

Description automatically generated

When a hiring manager reads your application it is essential to stand out and show them what you have to offer. To do this, you have to use strong active words which show your capabilities, experience and achievements. The words you choose should reflect the competencies the employer is looking for. Here is a list of common competencies and suggested words you can use in your next application.

# Communication

Advised Briefed Communicated Empathised

Facilitated Guided Highlighted Instructed

Interviewed Liaised Listened Negotiated

Outlined Persuaded Presented Recommended

Reported Suggested Taught Trained

# Teamwork

Assisted Committed Constructive Contributed

Cooperated Coordinated Encouraged Established

Facilitated Involved Jointly Listened

Mediated Motivated Negotiated Resolved

Respectful Shared Suggested Supported

# Problem Solving

Analysed Brainstormed Compared Conducted

Created Developed Devised Diagnosed

Evaluated Experimented Gathered Innovative

Invented Optimised Prototypes Reduced

Repaired Solutions Streamlined Tested

# Customer Service

Advised Ascertained Communicated Friendly

Interpersonal Listened Patiently Professional

Queried Resolved Responded Served

# Flexibility

Accommodated Adapted Adjusted Alternative

Balanced Converted Flexible Improvised

# Leadership

Achieved Budgeted Chaired Conducted

Coordinated Directed Encouraged Established

Managed Mentored Motivated Negotiated

Strategic Supervised Trained Transformed

# Organisation

Arranged Assembled Catalogued Conducted

Correlated Deadline Efficient Met

Organised Planned Prioritised Regulated

Researched Reciwewd Scheduled Time Management

# Administration / Attention to detail

Accurate Analysed Approved Assimilated

Detailed Edited Generated Inspected

Interpreted Methodical Meticulous Monitored

Processed Proof-read Reviewed Thorough

# Self management / Initiative

Achieved Designed Developed Established

Founded Generated Identified Implemented

Improved Initiated Launched Originated

Revised Started Suggested Updated

# Negotiation and Persuasion

Agreed Consulted Developed Convinced

Diplomacy Induced Influenced Negotiated

Objective Persuaded Settled Swayed

# Creativity

Brainstormed Constructed Designed Engineered

Envisioned Illustrated Produced Shaped