

Useful words for CVs and Covering Letters

Need some help with selling your skills and experience on your CV? Remember to use active words (verbs) and focus on your contribution rather than talking generically about things or being vague/describing things in a passive way. Try these words and phrases:

- Demonstrated...
- Extensive training in...
- Developed expertise in...
- Efficient at...
- Constant interaction with...
- Collaborated with...
- Assisted with...
- Worked closely with...
- Efficient at...
- Succeeded in...
- Successful in...
- Achieved...
- Established...
- Implemented...
- Initiated...
- Devised...
- Managed...
- Led...
- Knowledge of...
- Experience in...
- Proficient in...
- Competent in...
- Comprehensive understanding of...

Remember to write concisely and powerfully. Think about the difference between:

"During my time in this role I was part of a team who looked at new ways of working and we did lots of things that made a difference."

This example is passive and descriptive. It doesn't tell the reader anything specific about what was achieved, or the role the person had in making a difference.

The example below is much stronger and more powerful as it focuses on specific actions and backs up claims with evidence:

"Duties and Responsibilities

- *Investigated more efficient working practices*
- *Made recommendations to improve turnaround times*
- *Increased sales by 70% as a result"*

Breaking sentences down into bullet points is also a really effective way to summarise key information on your CV. Most CVs are skim read at speed so you need to make sure your key information jumps out at the reader to grab their attention and draw them in.