



Action words



Use action words to describe your experiences and accomplishments. Here are some words you may choose to use to help articulate your skills:

<p>Accelerated Accomplished Accounted for Achieved Acquired Acted Adapted Addressed Administered Adopted Advanced Advised aided Allocated Allowed Analysed Applied Appointed Appraised Assisted Approved Arranged Assembled Assigned Assisted Assured Attained Attended Attuned to Audited Authored Automated Avoided Awarded</p> <p>Balanced Began Believed Bought Broadened Brought in/about Budgeted Built</p> <p>Calculated Catalogued Chaired Characterised Chosen as Clarified</p>	<p>Classified Coached Co-authored Collaborated Collected Co-led Compared Competent with Compiled Completed Composed Computed Conceived Concentrated Conceptualised Conducted Configured Consolidated Consulted Contacted Contained Contemplated Continued Contracted Contributed Controlled Converted Co-ordinated Copied Corrected Corresponded Counselled Created Critiqued Curtailed</p> <p>Deceased Delegated Demonstrated Departmentalised Designed Dispatched Determined Developed Devised Diagnosed Differentiated Directed Discussed Disseminated</p>	<p>Distinguished Distributed Diversified Diverted Documented Doubled Drafted</p> <p>Earned recognition Edited Educated Eliminated Employed Empowered Enabled Enacted Encouraged Engineered Enhanced Enjoyed Enlarged Enlisted Enrolled Ensured Equated Established Evaluated Examined Exceeded Executed Expanded Expedited Experienced Experimented Explained Expressed Extended Extracted</p> <p>Facilitated Familiarised Fashioned Financed Fine-tuned Fixed Focused Followed Forecast Formed</p>	<p>Formulated Founded</p> <p>Gained Generated Given Grouped Guided</p> <p>Handled Harmonised Headed Held Helped Hired Hosted</p> <p>Identified Illustrated Imagined Implemented Improved Improvised Incorporated Increased Indexed Indoctrinated Influenced Informed Initiated Innovated Inspected Inspired Installed Instigated Instituted Instructed Integrated Interpreted Interviewed Introduced Invented Invested Investigated Invited Issued</p> <p>Judged</p>
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<p>Kept</p> <p>Launched Lectured Led Liaised Lowered</p> <p>Made Maintained Managed Marketed Mediated Moderated Modified Monitored Motivated</p> <p>Negotiated Nominated</p> <p>Obtained Opened Operated Organised Originated Overcame Overhauled Oversaw</p> <p>Packaged Participated Penetrated Perfected Performed Permitted Persuaded Pioneered Planned Played Prepared Presented Presided over Prioritised Processed Produced Programmed Progressed Projected Promoted Proposed Protected Provided Publicised Published Purchased</p>	<p>Ran Raised Re-arranged Recognised Recommend Reconciled Recorded Recruited Rectified Re-designed Reduced Referred Refined Regulated Rehabilitated Related Re-located Remodelled Renovated Re-organised Repaired Reported Re-positioned Represented Researched Re-shaped Resolved Restored Reconstructed Re-styled Retained Retrieved Reversed Reviewed Revised Revitalised</p> <p>Saved Scheduled Schooled Screened Searched Secured Selected Served as Set Settled Shaped Shared Skilled Sold Solidified Solved Sorted Specified</p>	<p>Sponsored Stimulated Stored Straightened Streamlined Strengthened Structured Studied Substituted Suggested Summarised Supervised Supported Surpassed Surmounted Surveyed Switched Synthesised Systemised</p> <p>Tabulated Taken part Taught Telephoned Theorised Trained Transcribed Translated Travelled Trimmed Tripled Turned around Translated Travelled Trimmed Tripled Turned around</p> <p>Undertook Upgraded Used Utilised</p> <p>Validated Verified Voted</p> <p>Won Worked Wrote</p>	
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Common errors

The 'spell check' function will not notify you that the wrong word has been used.



The following list identifies several common mistakes which are **not** spelled **incorrectly**, but used in the wrong context. These words sound similar when spoken, but have different meanings.

Word	Used in the correct grammatical context
Accommodate	We will accommodate your time preference for an interview
Advice	We have given you some advice today on how to prepare your next application
Advise	We advise you to proof read your applications carefully
Bought	I bought something at the shop
Brought	I brought my lunch to work with me today
Commitment	Please make a commitment to arrive on time.
Of / have	It could have been....is often written incorrectly as: it could of been...
Of	There are many examples of common mistakes
Off	Today is my day off
Quite	The weather is quite cool now
Quiet	The library is a quiet place to read
Right	I am the right person for the job
Write	I can now write a good cover letter
Role	My role in this office requires me to ...
Roll	My bread roll is stale
StationAry	Standing still / not moving
StationEry	Pens, pencils, paper etc.
SummAry	My summary indicates that...
SummEry	The weather feels summery today
There	There are staff in our work unit
Their	Their policies cover all procedures in the workplace
They're	They're (they are) very busy at work at the moment
To	I am going to apply for the job
Too	I have applied for a position in Corporate Office too
Two	I have applied for two jobs
Your	Your application has been received
You're	You're scheduled for the second round of interviews

NEVER use SMS/text message abbreviations in any part of the application process!