

Glossary of action – descriptive words.

Quote – “The pen is mightier than the sword.” Edward G B Lytton (English novelist)

A well-crafted sentence can stop someone in their tracks. Whether you're writing or talking, the choice and use of the words you present will not only say something about you, but will also dictate how the other person will react.

“I'd really like to work with your company.” A good positive statement or
“The opportunity to work in an organisation with your reputation and resources would allow me to learn and contribute in a really positive way.” Which sounds better?

The second statement is more positive, but also opens up the opportunity for further positive dialogue. So well-chosen words and combinations of words, are important in creating a positive impression.

ED: There is no such word as “ed” in the dictionary. Yet so many words that describe ownership or having taken control end in ed. When describing your achievements these words create a statement of positive outcome.

Action words like:

Achieved	Eliminated	Managed	Remodelled
Addressed	Evaluated	Negotiated	Restructured
Briefed	Facilitated	Orchestrated	Secured
Collaborated	Finalised	Organised	Targeted
Conducted	Founded	Persuaded	Uncovered
Contributed	Generated	Prioritised	Verified
Developed	Headed	Qualified	Volunteered
Discovered	Identified	Recognised	Worked

Create short descriptive sentences around the words that explain precisely what you achieved or did.

Descriptive words like:

Articulate	Generate	Meticulous	Thorough
Beneficial	Honour	Natural	Unanimous
Conscientious	Innovative	Original	Versatile
Dedicated	Judicious	Passionate	Willing
Enthusiastic	Knowledgeable	Reliable	Zest
Flexible	Level headed	Sensitive	

N.B. A little bit of thought, creativity and hard work will make all the difference as to how people react to your résumé, phone call or interview.

Good luck in your next interview, James E Lynch