

## CV Buzzwords

You need to present yourself in the most positive way as possible. You can do this through the words you use to promote yourself.

These words are examples often found in CV's, which may help when putting together your CV:

**Dealing with routine** – meticulous, controlled, coped, competent, efficient, performed, consistent, dealt with, managed.

**Achievements** – achieved, accomplished, created, formulated, developed, revitalised, recommended, co-ordinated.

**Initiative** - lead, created, developed, formulated, devised, directed, established, encouraged, innovation, motivated, negotiated, organised, originated, instigate.

**Working with others** – advised, recommended, co-operated, counselled, encouraged, facilitated, guided, managed, negotiated, participated, and supervised.

**Problem solving** – account for, executed, implemented, improved, instigated, interpreted, initiated, inspired, introduced, investigated, resolved.