

Identifying the skills you have to present in an interview

Here is a list of 20 action-oriented words for describing skills, paired with three professional synonyms each to help students vary their vocabulary in interviews and CVs:

1. Analyze; Evaluate, Assess, Scrutinize
2. Coordinate; Organize, Synchronize, Orchestrate
3. Cultivate; Develop, Foster, Nurture
4. Direct; Manage, Lead, Steer
5. Enhance; Improve, Optimize, Upgrade
6. Establish; Institute, Found, Initiate
7. Formulate; Devise, Draft, Map out
8. Implement; Execute, Apply, Enact
9. Innovate; Pioneer, Revolutionize, Modernize
10. Maximize; Leverage, Amplify, Optimize
11. Negotiate; Arbitrate, Mediate, Broker
12. Overhaul; Restructure, Revamp, Remodel
13. Persuade; Influence, Convince, Sway
14. Resolve; Settle, Reconcile, Rectify
15. Streamline; Simplify, Expedite, Rationalize
16. Supervise; Oversee, Monitor, Direct
17. Support; Assist, Aid, Facilitate
18. Synthesize; Integrate, Consolidate, Blend
19. Track; Monitor, Trace, Audit
20. Validate; Verify, Authenticate, Confirm