



**Southern Cross
University**

Applications Thesaurus

This Applications Thesaurus is designed to assist you in preparing your employment applications. Use this document to help identify positive characteristics and action words.

Positive characteristics

Use these words in your application documents when describing your skills and abilities.

Able	Competent	Empathetic	Innovative	Persistent	Resilient	Tactful
Accomplished	Competitive	Energetic	Insightful	Personable	Resourceful	Tactical
Accurate	Confident	Enthusiastic	Intelligent	Pioneering	Responsible	Talented
Active listener	Congenial	Entrepreneurial	Inventive	Poised	Results-driven	Task-oriented
Adaptable	Conscientious	Ethical	Judicious	Polished	Savvy	Tenacious
Adventurous	Consistent	Exceptional	Knowledgeable	Polite	Scrupulous	Thorough
Advocacy	Cooperative	Experienced	Leader	Practical	Self-assured	Thoughtful
Ambitious	Creative	Expert	Literate	Precise	Self-aware	Tolerant
Analytical	Critical thinker	Fast	Logical	Principled	Self-confident	Trained
Appreciative	Culturally competent	Fit	Loyal	Proactive	Self-managing	Trustworthy
Approachable	Decisive	Flexible	Mature	Problem solver	Self-motivated	Versatile
Articulate	Dedicated	Forward-thinking	Methodical	Productive	Self-reliant	Vigorous
Assertive	Dependable	Friendly	Motivated	Professional	Serious	Well-educated
Astute	Detail oriented	Hardworking	Multilingual	Proficient	Shrewd	Well-groomed
Balanced	Determined	Healthy	Objective	Punctual	Skilled	Well-presented
Bright	Diligent	High calibre	Open-minded	Qualified	Smart	Willing
Bubbly	Diplomatic	Honest	Organised	Questioning	Spirited	Witty
Calm	Driven	Imaginative	Outgoing	Quick	Stable	
Capable	Dynamic	Independent	Outstanding	Quick-thinking	Strong	
Career oriented	Educated	Influential	Patient	Rational	Successful	
Committed	Effective	Informed	People-oriented	Realistic	Supportive	
Compassionate	Efficient	Ingenuous	Perceptive	Reliable	Systematic	



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Action words

These are positive action words that you can use when describing your responsibilities and achievements.

Accelerated	Checked	Depended	Expanded	Innovated	Operated	Ranked	Separated
Accessed	Clarified	Designed	Expedited	Inspected	Ordered	Rated	Served
Achieved	Closed	Detailed	Experimented	Inspired	Organised	Realigned	Shaped
Acquired	Coached	Detected	Explained	Installed	Oriented	Realised	Shared
Acted	Collaborated	Determined	Explored	Instructed	Originated	Reasoned	Showed
Activated	Collected	Developed	Expressed	Integrated	Overcame	Received	Simplified
Adapted	Commanded	Devised	Extracted	Interacted	Oversaw	Recognised	Sold
Addressed	Communicated	Diagnosed	Facilitated	Interpreted	Participated	Recommended	Solved
Administered	Compared	Directed	Filed	Introduced	Perfected	Reconciled	Sorted
Adopted	Competed	Discovered	Finalised	Invented	Performed	Recorded	Specified
Advised	Compiled	Displayed	Fixed	Investigated	Persuaded	Recruited	Streamlined
Altered	Completed	Distributed	Followed	Judged	Piloted	Reduced	Structured
Analysed	Composed	Diverted	Formalised	Justified	Pinpointed	Referred	Studied
Anticipated	Conceptualised	Doubled	Formatted	Launched	Pioneered	Rehabilitated	Succeeded
Applied	Concluded	Drafted	Formed	Led	Placed	Reinforced	Suggested
Appointed	Conducted	Drove	Formulated	Lifted	Planned	Related	Summarised
Appraised	Conserved	Earned	Fostered	Listened	Played	Rendered	Supervised
Approved	Consolidated	Edited	Founded	Located	Praised	Reorganised	Supplied
Arranged	Constructed	Educated	Gathered	Maintained	Predicted	Repaired	Supported
Ascertained	Consulted	Eliminated	Generated	Managed	Prepared	Reported	Synthesised
Assessed	Continued	Enabled	Guided	Mapped	Presented	Represented	Systemised
Assigned	Contributed	Enacted	Handled	Marketed	Processed	Researched	Targeted
Assisted	Controlled	Encouraged	Headed	Measured	Procured	Resolved	Taught
Assured	Converted	Enforced	Helped	Mediated	Produced	Responded	Tested
Attained	Coordinated	Engineered	Hired	Mentored	Programmed	Restored	Trained
Attended	Corrected	Enhanced	Identified	Modified	Progressed	Restructured	Transferred
Audited	Correlated	Enlisted	Illustrated	Monitored	Projected	Retained	Transformed
Booked	Counselled	Ensured	Imagined	Motivated	Promoted	Retrieved	Translated
Briefed	Created	Escalated	Impacted	Navigated	Proofread	Reviewed	Unified
Broadened	Critiqued	Established	Implemented	Negotiated	Proposed	Revised	United
Budgeted	Dealt	Estimated	Improved	Nominated	Provided	Revitalised	Updated
Built	Decided	Evaluated	Improvised	Noted	Publicised	Satisfied	Upgraded
Calculated	Defined	Examined	Increased	Observed	Purchased	Saved	Utilised
Catalogued	Delegated	Exceeded	Influenced	Obtained	Qualified	Scheduled	Verified
Charged	Delivered	Exercised	Informed	Offered	Questioned	Secured	Won
Charted	Demonstrated	Exhibited	Initiated	Opened	Raised	Selected	Wrote



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