

ACTION VERBS FOR YOUR CV



Tip: When writing your CV, every sentence should begin with a specific action verb.



So try to avoid sentences that start like this: **Worked as a supervisor for a team of six**



Instead write your sentences to look like this: **Supervised a team of six**

Commonly used action verbs

acted	communicated	facilitated	managed	reconciled
adapted	conducted	formulated	marketed	researched
administered	cooperated	guided	measured	resolved (issues)
analysed	coordinated	incorporated	monitored	responded
approved	corresponded	increased	motivated	restored
arranged	designed	initiated	orchestrated	reviewed
calculated	developed	inspected	organised	solved
clarified	diagnosed	interpreted	overhauled	summarised
coached	directed	interviewed	planned	supplied
collaborated	evaluated	invented	presented	surveyed
collected	explained	maintained	programmed	tested

Action verbs by type of work

Creative

began	created	drew	integrated	photographed
combined	curated	entertained	introduced	revised
conceptualised	customised	founded	modified	revitalised
crafted	displayed	illustrated	performed	shaped

Financial/data

adjusted	assessed	budgeted	determined	projected
allocated	audited	certified	estimated	reduced
appraised	balanced	corrected	forecasted	retrieved

Research

compared	detected	experimented	extracted	identified
critiqued	examined	explored	gathered	investigated



 **Communication**

addressed	convinced	interacted	outlined	referred
advertised	debated	joined	participated	reported
authored	described	lectured	persuaded	socialised
collated	discussed	listened	profiled	spoke
composed	drafted	mediated	promoted	suggested
condensed	edited	moderated	proposed	synthesised
consulted	endorsed	negotiated	published	translated
conveyed	influenced	observed	recruited	wrote

 **Helping people**

advocated	cared for	educated	furthered	rehabilitated
aided	contributed	ensured	helped	simplified
answered	counselled	expedited	insured	supported
assisted	demonstrated	familiarised	intervened	volunteered

 **Technical**

assembled	debugged	operated	repaired	studied
built	engineered	printed	replaced	upgraded
constructed	fabricated	regulated	specialised (in)	utilised
converted	installed	remodelled	standardised	web-enabled

 **Leadership**

appointed	contracted	established	hosted	recommended
assigned	controlled	generated	led	scheduled
authorised	decided	handled	merged	streamlined
chaired	delegated	headed	prioritised	strengthened
consolidated	enhanced	hired	produced	supervised

 **Administration**

catalogued	distributed	ordered	recorded	systematised
categorised	filed	prepared	registered	updated
charted	implemented	processed	reserved	validated
coded	logged	provided	set up	verified
compiled	obtained	purchased	submitted	

 **Teaching**

advised	informed	stimulated
enabled	inspired	taught
encouraged	instilled	trained
focused	instructed	transmitted
individualised	set goals	tutored

 **Action verbs that show accomplishments**

achieved	exceeded
completed	improved
empowered	succeeded
expanded	transformed

