

ACTION VERBS FOR YOUR CV

The underlined words are especially good for pointing out accomplishments:

Management Skills

administered	analyzed	assigned
<u>attained</u>	chaired	consolidated
contracted	coordinated	delegated
developed	directed	evaluated
executed	<u>improved</u>	<u>increased</u>
organized	oversaw	planned
prioritized	produced	recommended
reviewed	scheduled	<u>strengthened</u>
supervised		

Communication Skills

addressed	arbitrated	arranged
authored	collaborated	<u>convinced</u>
corresponded	developed	directed
drafted	edited	enlisted
formulated	influenced	interpreted
lectured	mediated	moderated
negotiated	persuaded	promoted
publicized	reconciled	recruited
spoke	translated	wrote

Research Skills

clarified	collected	critiqued
diagnosed	evaluated	examined
extracted	identified	inspected
interpreted	interviewed	investigated
organized	reviewed	summarized
surveyed	systematized	

Technical Skills

assembled	built	calculated
computed	designed	devised
engineered	fabricated	maintained
operated	<u>overhauled</u>	programmed
remodeled	repaired	solved
<u>upgraded</u>		

Teaching Skills

adapted	advised	clarified
coached	communicated	coordinated
demystified	developed	enabled
encouraged	evaluated	explained
facilitated	guided	informed
instructed	persuaded	set goals
stimulated	trained	

Financial Skills

administered	allocated	analyzed
appraised	audited	balanced
budgeted	calculated	computed
developed	forecasted	managed
marketed	planned	projected
researched		

Creative Skills

acted	conceptualized	created
customized	designed	developed
directed	established	fashioned
<u>founded</u>	illustrated	<u>initiated</u>
instituted	integrated	<u>introduced</u>
<u>invented</u>	<u>originated</u>	performed
planned	<u>revitalized</u>	shaped

Helping Skills

assessed	assisted	clarified
coached	counseled	demonstrated
diagnosed	educated	<u>expedited</u>
facilitated	familiarized	guided
motivated	referred	rehabilitated
represented		

Clerical or Detail Skills

approved	arranged	catalogued
classified	collected	compiled
dispatched	executed	generated
implemented	inspected	monitored
operated	organized	prepared
processed	purchased	recorded
retrieved	screened	specified
systematized	tabulated	validated

More Verbs for Accomplishments

<u>achieved</u>	<u>expanded</u>	<u>improved</u>
<u>pioneered</u>	<u>reduced</u> (losses)	<u>resolved</u> (problems)
<u>restored</u>	<u>spearheaded</u>	<u>transformed</u>