

ACTION VERBS FOR CVs

When writing a CV, it is often difficult to think of varying verbs to describe your achievements and actions, so that you avoid repetition.

It is also important to use action verbs which accurately reflect your performance, whilst making your CV stand out from the crowd.

Use the list below, to help you write a CV which has greater impact on the reader.

Alphabetical List

A	Accomplished, Accumulated, Achieved, Adapted, Administered, Analysed, Anticipated, Appointed, Arbitrated, Arranged, Assembled, Attained, Audited, Averted, Awarded
B	Balanced, Broadened, Budgeted, Built
C	Captured, Centralised, Changed, Classified, Coached, Collaborated, Combined, Communicated, Completed, Conceptualised, Conducted, Consolidated, Constructed, Controlled, Converted, Co-ordinated, Created.
D	Decreased, Defined, Delivered, Demonstrated, Deployed, Designed, Detected, Developed, Diagnosed, Directed, Distributed, Diversified, Diverted, Documented, Doubled.
E	Earned, Edited, Effected, Eliminated, Encouraged, Enforced, Enhanced, Enlisted, Eradicated, Established, Evaded, Evaluated, Exceeded, Expedited, Explained, Extended
F	Facilitated, Finalised, Financed, Formed, Formulated, Founded
G	Generated, Governed, Guaranteed, Guided
H	Halved, Headed, Helped, Highlighted
I	Identified, Illustrated, Implemented, Improved, Increased, Influenced, Informed, Initiated, Innovated, Inspired, Instigated, Instructed, Integrated, Introduced, Invested, Investigated
J	Judged
L	Launched, Learned, Led, Lessened, Liaised, Lowered

M	Maintained, Managed, Mapped, Marketed, Maximised, Met, Minimised, Modified, Monitored, Motivated,
N	Navigated, Negotiated, Nominated
O	Observed, Obtained, Offered, Optimised, Ordered, Organised, Outlined, Overcome
P	Participated, Performed, Piloted, Pioneered, Planned, Predicted, Prepared, Presented, Prevented, Processed, Produced, Proposed, Proved, Provided, Published
Q	Qualified, Quantified, Questioned
R	Raised, Realised, Reasoned, Recommended, Recruited, Re-designed, Referred, Refined, Regulated, Re-organised, Replaced, Reported, Represented, Researched, Responded, Retained, Retrieved, Reviewed, Revised, Revolutionised
S	Satisfied, Saved, Scheduled, Selected, Set- up, Shaped, Shortened, Sold, Solved, Specified, Stabilised, Standardised, Started, Streamlined, Submitted, Supervised, Supplemented, Supported, Surpassed
T	Tailored, Taught, Terminated, Tested, Tracked, Trained, Transcribed, Transferred, Transformed, Translated, Tripled
U	Uncovered, Undertook, Unified, Updated, Upgraded, Utilised
V	Verified, Visited, Vitalised
W	Weighed, Widened, Withdrew, Won, Worked, Wrote