

## CV Action Verbs (Nov 2024)

### ...to express Accomplishments

Accelerated Achieved Attained Completed  
Conceived Convinced Doubled Discovered  
Effected Eliminated (costs) Expanded  
Expedited Founded Improved Increased  
Initiated Innovated Introduced Invented  
Launched Mastered Overcame Overhauled  
Originated Pioneered Reduced Resolved  
Restored Revitalised Revolutionised  
Spearheaded Strengthened Transformed  
Tripled Upgraded

### ...to express Communication Skills

Advised Addressed Adhered Arbitrated  
Arranged Authored Co-authored Coordinated  
Collaborated Communicated Corresponded  
Counselled Demonstrated Developed Directed  
Drafted Edited Enlisted Facilitated Formulated  
Guided Influenced Interpreted Interviewed  
Instructed Lectured Led Liaised Mediated  
Moderated Motivated Negotiated Persuaded  
Promoted Proposed Publicised Recommended  
Reconciled Recruited Resolved Spoke Taught  
Trained Translated Wrote

### ...to express Design & Creative Skills

Acted Conceptualised Created Customised  
Designed Developed Directed Established  
Fashioned Illustrated Integrated Instituted  
Integrated Performed Planned Proved  
Redesigned Revised Revitalised Set-up Shaped  
Simplified Streamlined Structured Tabulated  
Validated

### ...to express Clerical & Detail Skills

Approved Arranged Catalogued Classified  
Collected Compiled Dispatched Executed Filed  
Generated Implemented Inspected Monitored  
Operated Ordered Organised Prepared  
Processed Purchased Recorded Retrieved  
Screened Simplified Specified Systematised  
Tabulated Validated Verified

### ...to express Management Skills

Administered Analysed Assigned Chaired  
Consolidated Contracted Coordinated  
Delegated Developed Directed Evaluated  
Executed Guided Led Managed Organised  
Oversaw Planned Prioritised Produced  
Recommended Reorganised Revamped  
Reviewed Scheduled Supervised

### ...to express Research & Analytical Skills

Analysed Assessed Clarified Classified Collated  
Collected Critiqued Defined Designed Devised  
Diagnosed Discovered Elucidated Established  
Evaluated Examined Extracted Forecasted  
Identified Inspected Inspired Interpreted  
Interviewed Investigated Organised Researched  
Reviewed Summarised Surveyed Systemised  
Tested Traced Uncovered Verified

### ...to express Problem-Solving Skills

Arranged Budgeted Composed Conceived Conducted Controlled Co-ordinated Eliminated Examined  
Improved Investigated Itemised Modernised Operated Organised Planned Prepared Processed Produced  
Redesigned Reduced Refined Researched Revamped Resolved Reviewed Revised Scheduled Simplified  
Solved Streamlined Transformed

## CV Action Verbs (Nov 2024)

### ...to express Leadership, Mentorship, Teaching Skills

Accelerated Achieved Adapted Advised Allocated  
Assessed Authored Awarded Clarified Coached  
Communicated Completed Conducted  
Coordinated Counselling Demonstrated  
Developed Diagnosed Directed Educated  
Enabled Encouraged Evaluated Explained  
Facilitated Familiarised Guided Illustrated  
Influenced Informed Instructed Lectured Led  
Managed Mentored Moderated Motivated  
Organised Participated Performed Persuaded  
Presented Provided Referred Rehabilitated  
Reinforced Represented Revamped Set goals  
Spearheaded Stimulated Taught Trained Verified

### ...to express Entrepreneurial Skills

Composed Conceived Created Designed  
Developed Devised Established Founded Generated  
Implemented Initiated Instituted Introduced  
Launched Led Opened Originated Pioneered Planned  
Prepared Produced Promoted Started Released

### ...to express Technical Skills

Assembled Built Calculated Computed  
Designed Devised Engineered Fabricated  
Maintained Operated Pinpointed  
Programmed Re-modelled Repaired Solved

### ...to express Financial Skills

Administered Allocated Analysed  
Appraised Audited Balanced Budgeted  
Calculated Computed Developed Managed  
Planned Projected Researched  
Restructured Modelled

### ...to express ability to Help others

Assessed Assisted Clarified Coached  
Counselled Familiarised Guided Inspired  
Led Motivated Rehabilitated Represented  
Reinforced Supported Taught  
Demonstrated Diagnosed Educated  
Participated Provided Referred Trained  
Verified

### ...to express Process Improvement, Consulting & Operations Skills

Broadened Combined Consolidated Converted Cut Decreased Developed Devised  
Doubled Tripled Eliminated Expanded Improved Increased Innovated Minimised  
Modernised Recommended Redesigned Reduced Refined Reorganised Resolved  
Restructured Revised Saved Serviced Simplified Solved Streamlined Strengthened  
Transformed Trimmed Unified Widened Revamped