

## CV Action Verbs

(CK Dec 2016)

### ...to express Accomplishments

Achieved	Expedited	Pioneered
Attained	Improved	Resolved
Completed	Increased	Restored
Convinced	Initiated	Revitalised
Doubled	Introduced	Revolutionised
Discovered	Invented	Spearheaded
Eliminated (costs)	Launched	Strengthened
Expanded	Originated	Transformed

### ...to express Communication Skills

Addressed	Edited	Persuaded
Arbitrated	Enlisted	Promoted
Arranged	Formulated	Proposed
Adhered	Influenced	Publicised
Collaborated	Interpreted	Reconciled
Corresponded	Lectured	Recruited
Developed	Mediated	Spoke
Directed	Moderated	Translated
Drafted	Negotiated	Wrote

### ...to express Creative Skills

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

### ...to express Detail Skills

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

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

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

**...to express Management Skills**

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

**...to express Research Skills**

Clarified	Evaluated	Interviewed
Collected	Examined	Investigated
Critiqued	Extracted	Organised
Diagnosed	Identified	Reviewed
Discovered	Inspected	Summarised
Elucidated	Interpreted	Surveyed

**...to express Teaching Skills**

Adapted	Enabled	Lectured
Advised	Encouraged	Persuaded
Clarified	Evaluated	Presented
Coached	Explained	Set goals
Communicated	Facilitated	Stimulated
Conducted	Guided	Taught
Coordinated	Informed	Trained

**...to express Technical Skills**

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