

CV PREPARATION – POWER VERBS

Management Skill Verbs:

Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

Organizational Skill Verbs:

Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Formalized, Implemented, Installed, Maintained, Organized, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Updated

Communication Skill Verbs:

Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Spoke, Summarized, Taught, Trained, Translated, Wrote

Analytical Skill Verbs:

Analysed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Researched, Searched, Surveyed, Tested

Helping Skill Verbs:

Aided, Attended, Assisted, Collaborated, Contributed, Counsellor, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Selling Skill Verbs:

Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Resolved, Sold, Secured, Solicited

Creative Skill Verbs:

Authored, Conceived, Conceptualized, Created, Composed, Designed, Devised, Established, Invented, Originated, Revolutionized

Additional Power Verbs:

Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Expedited, Fabricated, Financed, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Revitalized, Saved, Shopped, Strengthened, Supplemented, Tended, Utilized