

**The most remarkable feature of a CV is its simplicity** – it is unusual to use whole paragraphs or whole sentences.

In this section, you will see examples and engage in activities to help familiarise yourself with the use of positive action verbs: stating accurate information concisely and clearly.

Positive action verbs can be used to give information about:

- your **education / qualifications**
- your **work record** (including part-time or voluntary charity work)
- special **awards**, special **interests**

The use of action verbs as sentence-initial verbs will help emphasise what you have learned and achieved instead of listing the tasks you have completed.

**1. Tense** *Choose verb tense carefully to present accurate descriptions of the tasks.*

- Use the present tense for your current position
- Use the past tense for the previous ones

**2. Vocabulary** *Here are lists of common action verbs used in writing CVs*

### Administrative Skills

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

### Communication Skills

arbitrated	arranged	authored	corresponded	directed	drafted
edited	enlisted	formulated	influenced	interpreted	lectured
mediated	moderated	motivated	negotiated	persuaded	promoted
publicised	reconciled	recruited	spoke	translated	wrote



### **Creative Skills**

acted	conceptualised	created	designed	developed
directed	established	fashioned	founded	illustrated
innovated	instituted	integrated	introduced	invented
originated	performed	planned	revitalised	shaped

### **Financial Skills**

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

### **Helping Skills**

assessed	assisted	clarified	coached	counselled	diagnosed
diagnosed	educated	expedited	facilitated	familiarised	guided
	referred	rehabilitated	represented		

### **Management Skills**

administered	analysed	assigned	attained	chaired	conducted
consolidated	contracted	coordinated	delegated	developed	directed
evaluated	executed	improved	increased	organised	oversaw
planned	prioritised	produced	recommended	reviewed	scheduled
		strengthened	supervised		



### Research Skills

clarified	collected	critiqued	diagnosed	evaluated	examined
extracted	identified	inspected	interpreted	interviewed	investigated
	organised	reviewed	summarised	surveyed	systematised

### Training Skills

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

### Technical skills

assembled	built	calculated	computed	designed	devised
engineered	fabricated	maintained	operated	overhauled	programmed
	remodelled	repaired	solved	trained	upgraded

### 3. Quantify if possible

- provided training, support, and performance management for 18 staff engaging in 3000+ investigations annually
- managed operations of four large-scale projects including the budget, workload and recruitment

### 4. Examples

"For my final-year project:

1. I **did** a survey of university students' attitudes to 3G mobile services.
2. I **interviewed** 63 students on campus and in the student hall.
3. I **got** a database to keep the data.
4. I **finished** the project and was given a B+."

You should begin the four points with positive action verbs that highlight your accomplishments:

"For my final-year project, I:

1. **devised** a survey of university students' attitudes to 3G mobile services.
2. **obtained** a **substantial** amount of data from interviewing 63 students.
3. **created** a database to **analyse** and **interpret** the findings.
4. **completed** this project three weeks ahead of schedule and **achieved** a B+ grade."