



Action words for CVs

Insert at the start of CV entries/bullet points/sentences to provide additional impact and make a strong impression. Best used sparsely, rather than all over.

Accelerated	Customised	Handled	Persuaded	Strengthened
Accomplished			Pinpointed	Structured
Achieved	Delegated	Identified	Planned	Summarised
Adapted	Delivered	Illustrated	Prepared	Supervised
Administered	Demonstrated	Implemented	Presented	Supported
Advertised	Designed	Improved	Processed	Surveyed
Advised	Determined	Incorporated	Produced	Systematised
Analysed	Developed	Increased	Programmed	
Approved	Devised	Influenced	Promoted	Tabulated
Arranged	Directed	Initiated	Proposed	Taught
Assembled	Diagnosed	Innovated	Proved	Tested
Assessed	Directed	Inspected	Provided	Trained
Attained	Discovered	Inspired	Publicised	Transcribed
Authorised	Distributed	Installed	Published	Transferred
	Documented	Instigated	Purchased	Transformed
Balanced	Doubled	Instituted		Translated
Budgeted	Droved	Instructed	Raised	Treated
Built	Drafted	Interpreted	Recommended	Tripled
		Introduced	Recorded	Tutored
Calculated	Earned	Issued	Recruited	
Captured	Edited		Redesigned	Uncovered
Centralised	Effected	Launched	Reduced	Unified
Chaired	Eliminated	Led	Reinforced	United
Channelled	Enabled	Lectured	Reorganised	Updated
Checked	Encouraged	Liaised	Repaired	Upgraded
Coached	Engineered		Represented	Used
Collaborated	Ensured	Maintained	Researched	Utilised
Collated	Entrusted	Managed	Resolved	
Collected (data)	Established	Marketed	Responsible for	Widened
Communicated	Evaluated	Mastered	Revamped	Won
Compiled	Examined	Modernised	Reviewed	Worked
Completed	Executed	Monitored	Revised	Wrote
Composed	Expanded	Motivated	Revitalised	
Computed	Expedited		Revived	
Conceived	Explained	Negotiated		
Conceptualised			Scheduled	
Condensed	Facilitated	Obtained	Screened	
Conducted	Filmed	Operated	Selected	
Conferred	Forecast	Optimised	Shaped	
Consolidated	Formulated	Orchestrated	Sold	
Consulted	Fostered	Ordered	Solved	
Controlled	Founded	Organised	Spearheaded	
Coordinated		Originated	Specified	
Corresponded	Galvanised	Oversaw	Standardised	
Counselled	Gathered		Steered	
Created	Generated	Participated	Strategised	
Critiqued	Guided	Performed	Streamlined	



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