

Action Verbs

Please find below lists of action verbs you can use when writing CVs, covering letters and application forms. The **bold** words are especially good for pointing out **accomplishments**

Management Skills

Administered, analysed, assigned, **attained**, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, **improved**, **increased**, organized, oversaw, planned, prioritised, produced, recommended, reviewed, scheduled, **strengthened**, supervised

Communication Skills

Addressed, arbitrated, arranged, authored, collaborated, **convinced**, corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, spoke, translated

Research Skills

Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Technical Skills

Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, **overhauled**, programmed, remodelled, repaired, solved, **upgraded**

Teaching Skills

Adapted, advised, clarified, coached, communicated, coordinated, demystified, developed, enabled, encouraged, evaluated, explained, facilitated, guided, informed, instructed, persuaded, set goals, stimulated, trained

Financial Skills

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

Creative Skills

Acted, conceptualised, created, customized, designed, developed, directed, established, fashioned, **founded**, illustrated, initiated, instituted, integrated, introduced, invented, **originated**, performed, planned, **revitalized**, shaped



Helping Skill

Assessed, assisted, clarified, coached, counselled, demonstrated, diagnosed, educated, **expedited**, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Clerical or Detail Skills

Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

More Verbs for Accomplishments

Achieved, expanded, improved, pioneered, reduced (losses), **resolved** (problems), **restored, spearheaded, transformed**