Action verbs for CVs and covering letters

A
Accelerated
Achieved
Administrated
Advised
Allocated
Analysed
Appraised
Arranged
Assessed
Assisted
Attained

B
Broadened
Budgeted

C
Checked
Coached
Communicated
Competent
Completed
Comprehensive
Conducted
Considerable
Consistently
Consolidated
Controlled
Converted
Coordinated
Created

D
Delegated
Delivered
Demonstrated
Designed
Developed
Devised
Directed

E
Ensured
Established
 Evaluated
Expanded

F
Facilitated

G
Generated

H
Helped

I
Identified
Implemented
Improved
Increased
Influenced
Initiated

Innovated
Instructed
Interviewed
Introduced
Investigated

L
Launched
Led
Liaised

M
Maintained
Managed
Marketed
Minimised
Motivated

N
Negotiated
Networked

Q
Qualified

R
Recommended
Recruited
Reduced
Reorganised
Represented
Researched
Resolved
Resourceful
Responded
Responsible
Reviewed
Revised

S
Selected to
Simplified
Spearheaded
Strengthened
Supervised

T
Taught
Tested
Trained
Transformed
Translated

U
Undertook

V
Volunteered

W
Won