



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

O

Operated
Organised

P

Participated
Performed
Persuaded
Pertinent

Pinpointed

Planned
Prepared
Presented
Processed
Produced
Programmed
Promoted
Prompt
Proposed
Proved
Provided

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