

CV ACTIONS WORDS

Use these words to improve your CV language.

A

Accomplished
Achieved
Administered
Advised
Analysed
Approved
Arranged
Assessed
Assisted
Attained

B

Budgeted
Built

C

Calculated
Captured
Centralised
Checked
Collected
Combined
Completed
Composed
Conceived
Conducted
Consolidated
Consulted
Controlled
Converted
Coordinated
Corrected
Created
Cut

D

Decreased
Defined
Delivered
Demonstrated
Designed
Determined
Developed
Devised
Diagnosed
Directed
Distributed
Documented
Doubled
Drove

E

Earned
Edited
Eliminated
Encouraged
Engineered
Ensured
Established
Estimated
Evaluated
Expanded

F

Facilitated
Forecast
Formulated
Founded

G

Generated
Guided

I

Identified
Implemented
Improved
Improvised
Increased
Initiated
Inspired
Installed
Instigated
Instructed
Interpreted
Introduced

L

Launched
Lead
Liaised

M

Machined
Maintained
Managed
Marketed
Modernized
Monitored
Motivated

N

Negated
Negotiated

O

Obtained
Operated
Organised

P

Performed
Planned
Prepared
Presented
Processed
Promoted

R

Redesigned
Reduced
Reorganized
Represented
Researched
Resolved
Reviewed
Revised

S

Scheduled
Sold
Solved
Specified
Standardised
Started
Strengthened
Structured
Supervised
Supported

T

Tested
Trained
Translated

U

Uncovered
Utilised

V

Verified

W

Widened
Won