

## **Strong Words and Action Verbs for CV's**

### **COMMUNICATED...**

Addressed	Advised	Controlled	Co-ordinated	Counselled	Demonstrated
Directed	Encouraged	Guided	Instructed	Interviewed	Led
Liaised	Marketed	Mediated	Motivated	Negotiated	Ordered
Performed	Presented	Promoted	Proposed	Provided	Recommended
Recruited	Represented	Resolved	Sold	Taught	Trained

### **FOUND OUT...**

Analysed	Assessed	Classified	Collated	Defined	Designed
Devised	Established	Evaluated	Forecasted	Identified	Interpreted
Interviewed	Investigated	Researched	Tested	Traced	Verified

### **SORTED OUT...**

Analysed	Arranged	Assessed	Budgeted	Classified	Collated
Composed	Conceived	Conducted	Controlled	Co-ordinated	Decreased
Defined	Distributed	Edited	Eliminated	Established	Evaluated
Identified	Improved	Investigated	Itemised	Modernised	Operated
Organised	Planned	Prepared	Processed	Produced	Redesigned
Reduced	Refined	Reorganised	Researched	Resolved	Reviewed
Revised	Scheduled	Simplified	Solved	Streamlined	Transformed
Uncovered	Verified	Vetted			

### **SHOWED HOW...**

Advised	Coached	Conducted	Directed	Guided	Demonstrated
Illustrated	Instructed	Led	Managed	Organised	Performed
Presented	Taught	Trained			

### **SET UP...**

Composed	Conceived	Created	Designed	Developed	Devised
Established	Founded	Generated	Implemented	Initiated	Instituted
Introduced	Invented	Launched	Led	Opened	Originated
Pioneered	Planned	Prepared	Produced	Promoted	Started

### **MADE BETTER... (remember to quantify: i.e. increased by how much?)**

Broadened	Combined	Consolidated	Converted	Cut	Decreased
Developed	Devised	Doubled	Edited	Eliminated	Expanded
Improved	Increasing	Innovated	Minimised	Modernised	Recommended
Redesigned	Reduced	Refined	Reorganised	Resolved	Restructured
Revised	Saved	Serviced	Simplified	Solved	Streamlined
Strengthened	Transformed	Trimmed	Uncovered	Unified	Widened

### **GAVE OUT...**

Delivered	Despatched	Distributed	Expanded	Generated	Launched
Presented	Processed	Produced	Promoted	Provided	Served
Transferred					

**IN CHARGE OF...**

Administered	Approved	Conducted	Controlled	Co-ordinated	Delegated
Directed	Headed	Led	Managed	Represented	Supervised

**OTHER USEFUL WORDS...**

Accelerated	Achieved	Allocated	Appraised	Assisted	Attained
Authored	Authorised	Awarded	Checked	Completed	Communicated
Diagnosed	Dealt	Effected	Engineered	Ensured	Facilitated
Found	Influenced	Lectured	Maintained	Mastered	Networked
Operated	Participated	Persuaded	Pinpointed	Proficient in	Programmed
Prompted	Proved	Ran	Responded	Revamped	Selected to
Spearheaded	Translated	Undertook	Volunteered	Won	

**WORDS THAT GIVE EMPHASIS...**

Excellent	Sole	Active	Major
Key	Responsible	Successfully	Wide
Considerable	Comprehensive	Consistently	Stringent
Competent	Ability	Capacity	Substantially
Qualified	Technical	Resourceful	Pertinent
Proficient	Effective	Versatile	