

Developing a Successful CV:

Active Verbs to Describe Your Skills and Experiences

achieved	detected	filed	interviewed	originated	persuaded	repaired	synthesized
acquired	determined	financed	invented	outlined	photographed	reported	systematized
adjusted	devised	fixed	inventoried	oversaw	piloted	represented	talked
administered	diagnosed	followed	investigated	perceived	planned played	researched	targeted
advised	directed	formulated	judged	performed	predicted	resolved	taught tended
allocated	discovered	founded	kept	persuaded	prepared	responded	tested
anticipated	dispensed	gathered	led learned	photographed	prescribed	restored	trained
arbitrated	displayed	gave	lectured	piloted	presented	retained	transcribed
arranged	disproved	generated	lifted	planned	processed	retrieved	translated
ascertained	dissected	guided	listened	played	produced	rewrote	traveled
assessed	dispensed	handled	logged	predicted	programmed	reviewed	treated
budgeted	distributed	headed	maintained	prepared	projected	revised	tutored
checked	diverted	helped	made	prescribed	promoted	routed	unified
classified	drafted earned	hypothesized	managed	presented	proof-read	scheduled	united
coached	educated	identified	mediated	printed	protected	selected	updated
collected	eliminated	illustrated	measured	processed	provided	sensed	upgraded
completed	empathized	imagined	memorized	produced	publicized	separated	used utilized
conducted	encouraged	implemented	modeled	programmed	Published	served	verified
conserved	enforced	improved	modified	provided	purchased	sewed	verbalized
consolidated	established	improvised	monitored	questioned	recorded	shaped	warned
constructed	estimated	increased	motivated	raised	recruited	shared	washed
controlled	evaluated	influenced	navigated	read	reduced	showed	weighed
coordinated	examined	informed	negotiated	realized	referred	sketched	worked
counseled	executed	initiated	observed	reasoned	rehabilitated	solved sorted	
created	expanded	innovated	obtained	received	reinforced	summarized	
decided	experimented	inspected	offered	recommended	related	supervised	
defined	expedited	installed	operated	reconciled	rendered	supplied	
demonstrated	explained	instituted	ordered	painted			
delivered	expressed	instructed	organized	perceived			
designed	extracted	integrated		performed			
detailed		interpreted					

Management

achieved
 administered
 analyzed
 assigned
 attained
 chaired
 conceived
 contracted
 consolidated
 coordinated
 decided
 delegated
 developed
 directed
 encouraged
 evaluated
 executed
 handled
 implemented
 improved
 incorporated
 increased
 inspired
 launched
 led
 managed
 motivated
 organized
 outlined
 oversaw
 planned
 prioritized
 produced
 recommended
 reevaluated
 rejected
 reported
 reviewed
 scheduled
 strengthened
 supervised
 united

Communication

addressed
 arbitrated
 arranged
 authored
 communicated
 corresponded
 counseled
 developed
 defined
 directed
 drafted
 edited
 enlisted
 formulated
 influenced
 interpreted
 lectured
 mediated
 moderated
 motivated
 negotiated
 persuaded
 promoted
 publicized
 reconciled
 reunited
 renegotiated
 reported
 researched
 simplified
 summarized
 spoke
 translated
 wrote

Research

clarified
 collected
 conceived
 critiqued
 detected
 diagnosed
 disproved
 evaluated
 examined
 extracted
 identified
 inspected
 interpreted
 interviewed
 investigated
 organized
 researched
 reported
 reviewed
 searched
 studied
 summarized
 surveyed
 systematized
 wrote

Technical

analyzed
 assembled
 built
 calculated
 computed
 designed
 devised
 engineered
 fabricated
 inspected
 maintained
 operated
 overhauled
 programmed
 remodeled
 repaired
 solved
 trained
 upgraded

Teaching

adapted
 advised
 clarified
 coached
 communicated
 coordinated
 defined
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated
 guided
 informed
 initiated
 instructed
 lectured
 persuaded
 presented
 set goals
 stimulated
 taught
 trained
 updated

Financial

adjusted
 administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 compared
 computed
 developed
 estimated
 forecast
 forecasted
 managed
 marketed
 planned
 projected
 reevaluated
 reconciled
 researched
 sold

Creative

acted
 applied
 composed
 conceived
 conceptualized
 created
 designed
 developed
 directed
 established
 evaluated
 fashioned
 formed
 formulated
 founded
 illustrated
 instituted
 integrated
 introduced
 invented
 loaded
 molded
 originated
 perceived
 performed
 planned
 presented
 produced
 refined
 rewrote
 updated

Helping

advised
 aided
 assessed
 assisted
 brought
 clarified
 coached
 coordinated
 counseled
 dealt
 demonstrated
 diagnosed
 educated
 encouraged
 enlisted
 expedited
 facilitated
 familiarized
 guided
 helped
 inspired
 maintained
 modified
 performed
 referred
 rehabilitated
 represented
 supported
 upheld

Admin

activated
 altered
 assembled
 approved
 arranged
 catalogued
 classified
 collected
 compiled
 described
 dispatched
 edited
 estimated
 executed
 gathered
 generated
 implemented
 inspected
 listed
 maintained
 monitored
 observed
 operated
 organized
 overhauled
 prepared
 processed
 proofread
 published
 purchased
 recorded
 reduced
 retrieved
 screened
 specified
 streamlined
 systematized