



Action Verbs for English CV

Leadership

Administered

Assigned

Co-ordinated

Delegated

Developed

Directed

Improved

Increased

Influenced

Led

Organised

Oversaw

Planned

Prioritised

Produced

Recommended

Researched

Supervised

Transformed

Communication

Arranged

Communicated

Drafted

Edited

Interpreted

Liaised

Lectured

Moderated

Negotiated

Persuaded

Presented

Promoted

Publicised

Reconciled

Recruited

Translated

Wrote

Research

Analysed

Assessed

Clarified

Collected

Diagnosed

Evaluated

Examined

Extracted

Identified

Inspected

Interpreted

Interviewed

Investigated

Reviewed

Summarised

Surveyed

Systematised

Tested

Verified



Teaching

Advised
Clarified
Coached
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Instructed
Set goals
Trained

Assisting

Assessed
Assisted
Clarified
Collaborated
Enabled
Expedited
Facilitated
Processed
Referred
Represented
Served
Supported

Administrative

Approved
Arranged
Compiled
Executed
Expanded
Implemented
Monitored
Operated
Prepared
Purchased
Reduced (e.g. costs)
Recorded

Finance/Accounting

Allocated
Analysed
Audited
Balanced
Budgeted
Calculated
Forecasted
Managed
Planned
Projected

Creative

Created
Designed
Developed
Directed
Founded
Illustrated
Introduced
Invented
Performed
Planned

Miscellaneous

Addressed
Conducted
Consolidated
Distributed
Established
Formulated
Revised
Specified
Validated