

Active Verbs for your CV

Management and leadership skills

Administered; analysed; appointed; approved; assigned; attained; authorised; chaired; considered; consolidated; contracted; controlled; converted; coordinated; decided; delegated; developed; directed; eliminated; emphasised; enforced; enhanced; established; executed; generated; handled; headed; hired; hosted; improved; incorporated; increased; initiated; inspected; instituted; led; managed; merged; motivated; organised; originated; overhauled; oversaw; planned; presided; prioritised; produced; recommended; reorganised; replaced; restored; reviewed; scheduled; streamlined; strengthened; supervised; terminated.

Research skills

Analysed; clarified; collected; compared; conducted; critiqued; detected; determined; diagnosed; evaluated; examined; experimented; explored; extracted; formulated; gathered; identified; inspected; interpreted; interviewed; invented; investigated; located; measured; organised; researched; searched; solved; summarised; surveyed; systematised; tested.

Communication and interpersonal skills

Addressed; advertised; arbitrated; arranged; articulated; authored; clarified; collaborated; communicated; composed; condensed; conferred; consulted; contacted; conveyed; convinced; corresponded; debated; defined; described; developed; directed; discussed; drafted; edited; elicited; enlisted; explained; expressed; formulated; furnished; incorporated; influenced; interacted; interpreted; interviewed; involved; joined; judged; lectured; listened; marketed; mediated; moderated; negotiated; observed; outlined; participated; persuaded; presented; promoted; proposed; publicised; reconciled; recruited; referred; reinforced; reported; resolved; responded; solicited; specified; spoke; suggested; summarised; synthesised; translated; wrote.

Technical skills

Adapted; assembled; built; calculated; computed; conserved; constructed; converted; debugged; designed; determined; developed; engineered; fabricated; fortified; installed; maintained; operated; overhauled; printed; programmed; rectified; regulated; remodelled; repaired; replaced; restored; solved; specialised; standardised; studied; upgraded; utilised.

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Teaching skills

Adapted; advised; clarified; coached; communicated; conducted; coordinated; critiqued; developed; enabled; encouraged; evaluated; explained; facilitated; focused; guided; individualised; informed; instilled; instructed; motivated; persuaded; set goals; simulated; stimulated; taught; tested; trained; transmitted; tutored.

Financial and data skills

Administered; adjusted; allocated; analysed; appraised; assessed; audited; balanced; calculated; computed; conserved; corrected; determined; developed; estimated; forecasted; managed; marketed; measured; planned; programmed; projected; reconciled; reduced; researched; retrieved.

Creative skills

Acted; adapted; began; combined; conceptualised; condensed; created; customised; designed; developed; directed; displayed; drew; entertained; established; fashioned; formulated; founded; illustrated; initiated; instituted; integrated; introduced; invented; modelled; modified; originated; performed; photographed; planned; revised; revitalised; shaped; solved.

Helping skills

Adapted; advocated; aided; answered; arranged; assessed; assisted; cared for; clarified; coached; collaborated; contributed; cooperated; demonstrated; diagnosed; educated; encouraged; ensured; expedited; facilitated; familiarised; furthered; guided; helped; insured; intervened; motivated; provided; referred; rehabilitated; presented; resolved; simplified; supplied; supported; volunteered.

Organisational skills

Approved; arranged; catalogued; categorised; charted; classified; coded; collected; compiled; corresponded; distributed; executed; filed; generated; implemented; incorporated; inspected; logged; maintained; monitored; obtained; operated; ordered; organised; prepared; processed; provided; purchased; recorded; registered; reserved; responded; reviewed; routed; scheduled; screened; set up; submitted; supplied; standardised; systematised; updated; validated; verified.

Accomplishments

Achieved; completed; expanded; exceeded; improved; pioneered; reduced (losses); resolved (issues); restored; spearheaded; succeeded; surpassed; transformed; won.