

# CV Action Words

|              |                               |                           |                         |
|--------------|-------------------------------|---------------------------|-------------------------|
| Accomplished | Developed                     | Interpreted               | Recommended             |
| Achieved     | Diagnosed                     | Interviewed               | Reconciled              |
| Acquired     | Directed                      | Introduced                | Recruited               |
| Activated    | Edited                        | Invented/<br>Investigated | Rectified               |
| Adjusted     | Eliminated                    | Judged                    | Reduced                 |
| Administered | Empowered                     | Launched                  | Released                |
| Analysed     | Encouraged                    | Learned                   | Rendered-<br>(services) |
| Applied      | Enlisted                      | Led                       | Renegotiated            |
| Appraised    | Established                   | Listened                  | Renovated               |
| Approved     | Estimated                     | Maintained                | Repaired                |
| Arranged     | Evaluated                     | Managed                   | Reported                |
| Assembled    | Examined                      | Manipulated               | Researched              |
| Assigned     | Exceeded                      | Mechanised                | Reviewed                |
| Assisted     | Executed                      | Mediated                  | Revised                 |
| Attained     | Expanded                      | Memorised                 | Saved                   |
| Authorised   | Expedited                     | Merged                    | Scheduled               |
| Bought       | Explained                     | Modulated                 | Selected                |
| Budgeted     | Facilitated                   | Monitored                 | Serviced                |
| Built        | Figured out                   | Motivated                 | Set up                  |
| Calculated   | Finalised                     | Moulded                   | Simplified              |
| Catalogued   | Followed-through              | Negotiated                | Sold                    |
| Classified   | Followed-up                   | Observed                  | Solved                  |
| Co-ordinated | Forecast                      | Operated                  | Sorted                  |
| Coached      | Foresaw                       | Organised                 | Stimulated              |
| Communicated | Formulated                    | Oversaw                   | Strengthened            |
| Compared     | Fostered -<br>(relationships) | Participated              | Succeeded               |
| Compiled     | Generated                     | Perceived                 | Summarised              |
| Completed    | Guarded                       | Performed                 | Supervised              |
| Composed     | Guided                        | Persuaded                 | Synthesised             |
| Computed     | Headed                        | Planned                   | Taught                  |
| Conceived    | Helped                        | Prepared                  | Tended                  |
| Conducted    | Hired                         | Presented                 | Trained                 |
| Consolidated | Implemented                   | Presided                  | Transferred             |
| Constructed  | Improved                      | Problem-solved            | Transformed             |
| Consulted    | Increased                     | Produced                  | Translated              |
| Controlled   | Indexed                       | Programmed                | Uncovered               |
| Counselled   | Influenced                    | Projected                 | Unravelling             |
| Dealt with   | Informed                      | Promoted                  | Utilised                |
| Debated      | Initiated                     | Proposed                  | Verified                |
| Decided      | Innovate                      | Questioned                | Viewed                  |
| Defined      | Inspected                     | Re-organised              | Written                 |
| Delegated    | Installed                     | Recognised                |                         |
| Delivered    | Instituted                    |                           |                         |
| Demonstrated | Instructed                    |                           |                         |
| Designed     |                               |                           |                         |