

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