**List of CV Active Words for CVs and Applications** D:\Video\DL Forum\Peer Obs\University of York logo white.png

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| **Management/**  **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  **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 | **Organization/**  **Detail 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  **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 | **Communication/**  **People 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 | **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  **Financial/**  **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  **More verbs for**  **Accomplishments**  achieved  completed  expanded  exceeded  improved  pioneered  reduced (losses)  resolved (issues)  restored  spearheaded  succeeded  surpassed  transformed  won  **Helping skills**  adapted  advocated  aided  answered  arranged  assessed  assisted  cared for  clarified  coached  collaborated  contributed  cooperated  counselled  demonstrated  diagnosed  educated  encouraged  ensured  expedited  facilitated  familiarise  furthered  guided  helped  insured  intervened  motivated  provided  referred  rehabilitated  presented  resolved  simplified  supplied  supported  volunteered |