

Active words for CVs and applications

Management/ Leadership Skills	Organization/ Detail Skills	Communication/ People Skills	Research Skills	Creative skills
administered	approved	addressed	analysed	acted
analysed	arranged	advertised	clarified	adapted
appointed	catalogued	arbitrated	collected compared	began
approved	categorised	arranged	conducted	combined
assigned	charted	articulated	critiqued	conceptualised
attained	classified	authored	detected	condensed
authorised	coded	clarified	determined	created
chaired	collected	collaborated	diagnosed	customised
considered	compiled	communicated	evaluated	designed
consolidated	corresponded	composed	examined	developed
contracted	distributed	condensed	experimented	directed
controlled	executed	conferred	explored	displayed
converted	filed	consulted	extracted	drew
coordinated	generated	contacted	formulated	entertained
decided	implemented	conveyed	gathered	established
delegated	incorporated	convinced	identified	fashioned
developed	inspected	corresponded	inspected	formulated
directed	logged	debated	interpreted	founded
eliminated	maintained	defined	interviewed	illustrated
emphasised	monitored	described	invented	initiated
enforced	obtained	developed	investigated	instituted
enhanced	operated	directed	located	integrated
established	ordered	discussed	measured	introduced
executed	organised	drafted	organised	invented
generated	prepared	edited	researched	modelled
handled	processed	elicited	searched	modified
headed	provided	enlisted	solved	originated
hired	purchased	explained	summarised	performed
hosted	recorded	expressed	surveyed	photographed
improved	registered	formulated	systematised	planned
incorporated	reserved	furnished	tested	revised
increased	responded	incorporated		revitalised
initiated	reviewed	influenced	Financial/ Data Skills	shaped
inspected	routed	interacted	administered	solved
instituted	scheduled	interpreted	adjusted	
led	screened	interviewed	allocated	More verbs for Accomplishments
managed	set up	involved	analysed	achieved
merged	submitted	joined	appraised	completed
motivated	supplied	judged	assessed	expanded
organised	standardised	lectured	audited	exceeded
originated	systematised	listened	balanced	improved

<p>overhauled oversaw planned presided prioritised produced recommended reorganised replaced restored reviewed scheduled streamlined strengthened supervised</p> <p>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</p>	<p>updated validated verified</p> <p>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</p>	<p>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</p>	<p>calculated computed conserved corrected determined developed estimated forecasted managed marketed measured planned programmed projected reconciled reduced researched retrieved</p>	<p>pioneered reduced (losses) resolved (issues) restored spearheaded succeeded surpassed transformed won</p> <p>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</p>
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