

## Action Verbs for CV Building

**For when you led or managed a project.** If you were in charge of a project or initiative from start to finish, skip “led” and instead try:

Administered	Cultivated	Executed	Hired	Operated	Reconciled	Revitalized
Advised	Delegated	Facilitated	Identified	Optimized	Recruited	Shaped
Aligned	Differentiated	Forecasted	Implemented	Orchestrated	Reduced	Spearheaded
Arranged	Directed	Formalized	Integrated	Organized	Refocused	Supervised
Augmented	Empowered	Formed	Leveraged	Oversaw	Renovated	Sustained
Centralized	Enabled	Fostered	Mentored	Planned	Reorganized	Taught
Chaired	Endorsed	Furthered	Merged	Predicted	Replaced	Trained
Championed	Enforced	Guided	Mobilized	Produced	Resolved	Unified
Coordinated	Ensured	Headed	Motivated	Programmed	Restructured	United

**For when you envisioned and brought a project to life.** And if you actually developed, created, or introduced that project, try:

Built	Designed	Founded	Formalized	Implemented	Instituted	Pioneered
Charted	Developed	Engineered	Formed	Incorporated	Introduced	Proposed
Created	Devised	Established	Formulated	Initiated	Launched	

**For when you changed or improved something.** Talk about the amazing changes you made with these words:

Centralized	Digitized	Modified	Refocused	Replaced	Simplified	Transformed
Clarified	Integrated	Overhauled	Rehabilitated	Restructured	Standardized	Updated
Converted	Merged	Redesigned	Remodeled	Revamped	Streamlined	Upgraded
Customized	Modernized	Refined	Reorganized	Revitalized	Strengthened	

**For when you did research or analysis.** Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

Analyzed	Calculated	Examined	Interpreted	Measured	Quantified	Tracked
Assembled	Compiled	Explored	Interviewed	Modeled	Reported	Visualized
Assessed	Discovered	Forecasted	Investigated	Projected	Surveyed	
Audited	Evaluated	Identified	Mapped	Qualified	Tested	

**For when you communicated.** Was writing, speaking, presenting, or otherwise communicating part of your gig? You can explain just how compelling you were with words like:

Authored	Composed	Critiqued	Enlivened	Performed	Reviewed
Briefed	Conveyed	Defined	Illustrated	Persuaded	Spoke
Campaigned	Convinced	Documented	Instructed	Presented	Trained
Coauthored	Corresponded	Drafted	Lobbied	Promoted	Wrote
Collaborated	Counseled	Edited	Outlined	Publicized	

**For when you achieved something.** Did you hit your goals? Win a coveted department award? Don't forget to include that on your CV, with words like:

Achieved	Consolidated	Earned	Founded	Sharpened	Stimulated	Targeted
Amplified	Deciphered	Enacted	Outperformed	Shattered	Streamlined	Won
Attained	Decreased	Endeavored	Overcame	Showcased	Strengthened	
Capitalized	Demonstrated	Established	Overhauled	Sparked	Succeeded	
Chaired	Discerned	Exceeded	Pioneered	Spearheaded	Supervised	
Completed	Drove	Finished	Reached	Steered	Surpassed	