



Active Words for Your CV

Employers want to understand your accomplishments as well as your responsibilities. The following are a list of words useful to creating an active CV. Look them over and make your CV active by showing your job duties and your achievements.

Achieved	Adapted	Addressed	Administered	Advised
Analyzed	Arranged	Assembled	Assessed	Assisted
Attained	Audited	Budgeted	Calculated	Classified
Coached	Collected	Communicated	Compiled	Composed
Computed	Conducted	Consolidated	Constructed	Consulted
Coordinated	Counseled	Created	Critiqued	Defined
Designed	Detected	Determined	Devised	Diagnosed
Directed	Discovered	Displayed	Earned	Edited
Eliminated	Enforced	Established	Estimated	Evaluated
Examined	Expanded	Explained	Experimented	Financed
Formulated	Gathered	Generated	Grossed	Guided
Handled	Hypothesized	Identified	Illustrated	Implemented
Improved	Increased	Influenced	Initiated	Inspected
Installed	Instituted	Instructed	Interpreted	Interviewed
Invented	Investigated	Lectured	Managed	Marketed
Mediated	Modeled	Monitored	Motivated	Negotiated
Obtained	Operated	Ordered	Organized	Oversaw
Performed	Persuaded	Photographed	Planned	Prepared
Presented	Printed	Processed	Produced	Projected
Promoted	Proofread	Provided	Publicized	Purchased
Received	Recommended	Reconciled	Recorded	Recruited
Reduced	Referred	Refined	Rehabilitated	Repaired
Reported	Represented	Researched	Resolved	Responded
Restored	Retrieved	Reviewed	Scheduled	Selected
Solved	Sorted	Studied	Summarized	Supervised
Supplied	Surveyed	Tested	Trained	Transcribed
Translated	Traveled	Tutored	Upgraded	Utilized
Wrote				