

Action Verbs – by Skills Categories

You can use these verbs to describe your skills, accomplishments and abilities when writing your CV and cover letters; they may help to increase the strength of your writing and make potential employers take notice!

TIP – Try using an ‘Action Verb’ as a leading word to your sentence/s, this will help to make your writing more direct.

Creative Skills

acted	adapted	began	combined	composed	conceptualised
condensed	created	customised	designed	developed	directed
displayed	drew	entertained	established	fashioned	formulated
founded	illustrated	instituted	integrated	introduced	invented
modelled	modified	originated	performed	photographed	planned
revised	revitalised	shaped	solved		

Data/Financial Skills

administered	adjusted	allocated	analysed	appraised	assessed
audited	balanced	budgeted	calculated	computed	conserved
corrected	determined	developed	estimated	forecasted	managed
marketed	Measured	netted	planned	prepared	programmed
projected	qualified	reconciled	reduced	researched	retrieved

Helping Skills

adapted	advocated	aided	answered	arranged	assessed
assisted	clarified	coached	collaborated	contributed	co-operated
counselled	demonstrated	diagnosed	educated	encouraged	ensured
expedited	facilitated	familiarised	furthered	guided	helped
insured	intervened	motivated	prevented	provided	referred
rehabilitated	represented	resolved	supplied	supported	volunteered

Organisational Skills

approved	arranged	catalogued	categorised	charted	classified
coded	collected	compiled	corrected	corresponded	distributed
executed	filed	generated	incorporated	inspected	logged
maintained	monitored	obtained	operated	ordered	organised
prepared	processed	provided	purchased	recorded	registered
reserved	responded	reviewed	routed	scheduled	screened
submitted	supplied	standardised	systematised	updated	validated

Research Skills

analysed	clarified	collected	compared	conducted	critiqued
detected	determined	diagnosed	evaluated	examined	experimented
explored	extracted	formulated	gathered	inspected	interviewed
invented	investigated	located	measured	organised	researched
searched	solved	summarised	surveyed	systematised	

Teaching Skills

adapted	advised	clarified	coached	communicated	conducted
co-ordinated	critiqued	developed	enabled	encouraged	evaluated
explained	facilitated	focused	guided	individualised	informed
instilled	instructed	motivated	persuaded	simulated	stimulated
taught	tested	trained	transmitted	tutored	

Technical Skills

adapted	applied	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	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

Management/Leadership Skills

administered	analysed	appointed	approved	assigned	attained
authorised	chaired	considered	consolidated	contracted	controlled
converted	Co-ordinated	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	navigated	organised	originated
overhauled	oversaw	planned	presided	prioritised	Produced
recommended	re-organised	replaced	restored	reviewed	scheduled
secured	selected	streamlined	strengthened	supervised	terminated

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in this publication at the time of printing. However, this information could be subject to change. Updated January 2018.

Accessibility: If the information in this document is required in a different format, please contact us for assistance. Careers and Employability Service, 28 Guildhall Walk, T: **02392 842684**, W: www.port.ac.uk/careers