



# Action verb cheat sheet for your CV

Using positive words, on your CV and in your application, will make a stronger impression on people reviewing your application.

Use our eight sections on this two page cheat sheet to get you started on refreshing your CV.

Your administrative skills	Your financial skills	Your management skills	Your research skills
Arranged	Allocated	Assigned	Assessed
Collated	Analysed	Chaired	Compared
Collected	Audited	Delegated	Defined
Distributed	Balanced	Directed	Evaluated
Established	Calculated	Executed	Examined
Implemented	Forecasted	Managed	Inspected
Maintained	Increased	Motivated	Interpreted
Processed	Planned	Oversaw	Investigated
Recorded	Reduced	Reviewed	Observed
Specified	Secured	Supervised	Verified



Find your next research or teaching job at [www.globalacademyjobs.com](http://www.globalacademyjobs.com)



# Action verb cheat sheet for your CV

Your teaching skills	Your technical skills	Your communications skills	More useful action verbs
Advised	Built	Addressed	Achieved
Clarified	Constructed	Arbitrated	Built
Coached	Designed	Authored	Created
Enabled	Diagnosed	Collaborated	Developed
Evaluated	Engineered	Edited	Interview
Explained	Modified	Formulated	Measured
Facilitated	Prescribed	Persuaded	Recommended
Guided	Programmed	Promoted	Reviewed
Instructed	Repaired	Translated	Tested
Trained	Solved	Wrote	Transformed

Remember to refresh your CV at least once a year and make sure that all your online profiles are up to date too. It is always useful to get another person to review your CV once you have updated it as they may pick up unseen typos or remember things that you may have missed. Finally, it is worth having a professional editor review your CV to really make sure you are portraying your achievements and skills in the best possible way.

Find more tips and help for your job search at <http://gajobs.co/CareerTips>

Receive tips direct to your inbox from <http://gajobs.co/register> and remember to upload your shiny new CV!