

Dynamic verb cheat sheet for your CV

Pepper your CV with fresh, powerful verbs, and you will boost your chances of standing out from the competition when selectors review your application.

Use the eight sections on this cheat sheet to inject new energy into your CV.

1. Research skills

Assessed
Compared
Defined
Evaluated
Mapped
Interpreted
Investigated
Observed
Reviewed
Verified

2. Teaching skills

Advised
Advocated
Clarified
Coached
Enabled
Facilitated
Fostered
Guided
Instructed
Mentored

3. Management skills

Aligned
Directed
Founded
Headed
Launched
Orchestrated
Refocused
Spearheaded
Shaped
Unified

4. Technical skills

Analysed
Constructed
Designed
Diagnosed
Engineered
Modified
Programmed
Repaired
Solved
Upgraded

5. Administrative skills

Distributed
Enhanced
Established
Integrated
Merged
Recorded
Specified
Standardised
Streamlined
Produced

6. Financial skills

Balanced
Calculated
Consolidated
Controlled
Forecasted
Quantified
Reduced
Secured
Tracked
Yielded

7. Communication skills

Addressed
Arbitrated
Clarified
Collaborated
Composed
Convinced
Persuaded
Promoted
Publicised
Translated

8. Technical skills

Analysed
Constructed
Designed
Diagnosed
Engineered
Modified
Programmed
Repaired
Solved
Upgraded

More useful dynamic verbs

Amplified
Deepened
Exceeded
Forged
Generated
Initiated
Lifted
Revitalised
Stimulated
Surpassed