



Powerful Action Verbs

Here are some examples of verbs that you can use in your CV or LinkedIn profile when describing your role/responsibilities.

Top Tip: To create an impact try to start your sentence with one of these words.

Communications Skills	Financial Skills	Management Skills	Supporting Skills	Creative Skills	Technical Skills
Communicated	Balanced	Chaired	Coached	Designed	Built
Summarised	Budgeted	Managed	Advised	Composed	Adapted
Explained	Allocated	Led	Enabled	Combined	Installed
Reported	Analysed	Established	Assisted	Developed	Computed
Concluded	Consolidated	Delegated	Advocated	Created	Engineered
Addressed	Calculated	Executed	Mentored	Customised	Maintained
Consulted	Forecasted	Oversaw	Consulted	Formulated	Operated
Collaborated	Managed	Directed	Educated	Illustrated	Programmed
Discussed	Estimated	Established	Resolved	Modelled	Repaired
Negotiated	Saved	Planned	Supported	Shaped	Upgraded
Wrote	Planned	Attained	Empowered	Solved	Diagnosed
Translated	Projected	Developed	Encouraged	Invented	Engineered
Listened	Increased	Produced	Developed	Performed	Standardised
Interpreted	Audited	Recommended	Collaborated	Displayed	Assembled
Presented	Reconciled	Supervised	Informed	Drew	Debugged
Influenced	Reduced	Reviewed	Listened	Conceptualised	Implemented