

Descriptive Words for Your CV

When explaining your achievements on your CV it is easy to develop writer's block. The list below gives you a wide-range of words suitable for all types of CV.

A good CV uses strong language, action verbs and past tense. An even better CV separates responsibilities from achievements. Bear this in mind when considering how you want to show the value you have delivered to your past employers.

Accelerated	Counselled	Finished	Lowered	Re-arranged
Accomplished	Created	Forecasted		Recommended
Accumulated	Cut	Formed	Maintained	Recruited
Achieved		Formulated	Managed	Rectified
Acquired	Decreased	Founded	Marketed	Re-designed
Administered	Defined		Maximised	Re-directed
Advised	Demonstrated	Gained	Minimised	Reduced
Analysed	Designed	Generated	Modernised	Refined
Appointed	Despatched	Guided	Modified	Regulated
Appraised	Determined		Monitored	Reinforced
Arranged	Developed	Halved	Motivated	Rejected
Attained	Devised	Headed		Rejuvenated
Assessed	Directed	Highlighted	Negotiated	Related
Audited	Discovered	Hired		Renewed
Avoided	Diversified		Obtained	Re-organised
	Diverted	Identified	Operated	Repaired
Bought	Doubled	Implemented	Optimised	Replaced
Broadened	Downsized	Improved	Ordered	Represented
Budgeted		Increased	Organised	Rescued
Built	Edited	Inducted	Outlined	Researched
	Effected	Initiated		Resolved
Calculated	Eliminated	Inspired	Performed	Restored
Captured	Employed	Inspected	Piloted	Retained
Centralised	Encouraged	Installed	Pioneered	Re-structured
Changed	Ended	Instructed	Planned	Re-vamped
Checked	Enforced	Interpreted	Positioned	Reviewed
Collated	Engineered	Interviewed	Prepared	Revised
Collected	Enhanced	Introduced	Presented	Revived
Combined	Enlarged	Invented	Prevented	Re-vitalised
Compiled	Ensured	Investigated	Processed	
Completed	Eradicated	Invigorated	Procured	Saved
Composed	Established		Produced	Scheduled
Conceived	Estimated	Joined	Programmed	Secured
Conducted	Evaluated	Judged	Promoted	Serviced
Constructed	Evaded		Proposed	Selected
Contributed	Exceeded	Launched	Proved	Set up
Controlled	Executed	Led	Provided	Settled
Consolidated	Expanded	Lengthened	Publicised	Shaped
Converted	Extended	Lessened	Published	Shortened
Coordinated	Extracted	Liaised	Purchased	Simplified
Corrected		Lightened		Solved

Specified	Strengthened	Surveyed	Translated	
Stabilised	Structured		Travelled	Verified
Staffed	Studied	Taught		Visited
Standardised	Succeeded	Tested	Uncovered	
Started	Suggested	Tightened	Undertook	Widened
Stimulated	Supervised	Trained	Unified	Won
Stopped	Supported	Transferred	United	Wrote
Streamlined	Surpassed	Transformed	Utilised	