



CV Action Words Cheat Sheet

Use strong, accurate verbs to make your contribution easier to see. Choose words that truthfully describe what you did.

Leadership & Ownership

Managed	Led	Supervised	Directed
Oversaw	Guided	Coordinated	Organised

Service & Support

Supported	Assisted	Resolved	Responded
Advised	Helped	Facilitated	Delivered

Operations & Administration

Maintained	Processed	Prepared	Scheduled
Recorded	Monitored	Updated	Implemented

Improvement & Results

Improved	Reduced	Increased	Streamlined
Strengthened	Achieved	Completed	Enhanced

Communication & Teamwork

Communicated	Collaborated	Presented	Trained
Liaised	Engaged	Explained	Contributed

Quick formula

Action word + what you did + why it mattered/result.

Example: "Coordinated weekly staff schedules to improve shift coverage and reduce last-minute changes."

Keep every statement truthful. Strong language should clarify your value, not exaggerate it.