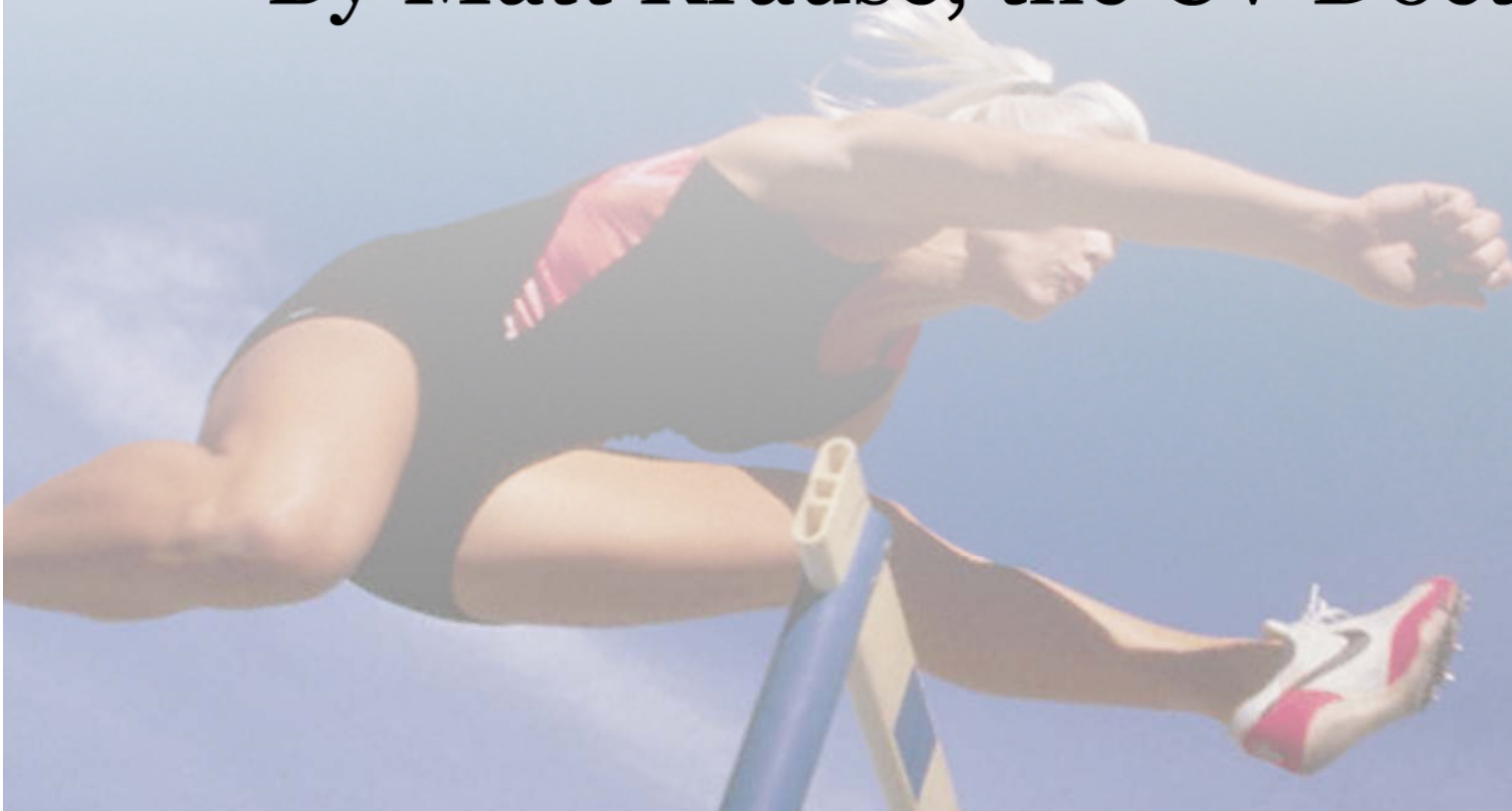


# 53 Great CV Action Words

By Matt Krause, the CV Doctor



Are you writing the Professional Experience section of your CV?

Are you at a loss for words?

Need some ideas?

Here are 53 great action words for your CV, along with an example sentence for each...

<b>Number</b>	<b>Action word</b>	<b>Example</b>
1	accelerated	Accelerated purchasing approval process with more efficient work flow.
2	activated	Activated new customer accounts following documentation reviews.
3	allocated	Allocated limited inventory according to priority customer guidelines.
4	analyzed	Analyzed market trends to pinpoint new sales opportunities.
5	approved	Reviewed and approved capital expenditure requests for factory production machinery.
6	audited	Audited suppliers' quality control methods to ensure they complied with our company's standards.
7	balanced	Balanced company's cash flow needs and service level targets to keep inventory at optimal levels.
8	boosted	Boosted sales to the youth market by launching social media campaigns.
9	budgeted	Budgeted for entire Marketing department's annual expenses.
10	charted	Charted new strategies for company's foray into online sales and marketing.

<b>Number</b>	<b>Action word</b>	<b>Example</b>
11	coached	Coached junior management trainees in project management techniques.
12	collaborated	Collaborated with Creative and Product Management departments to time rollout of new packaging programs.
13	consolidated	Consolidated outbound logistics operations from 6 third-party vendors to two.
14	converted	Converted old production line equipment to new technology, and trained workers on the new machinery.
15	developed	Developed improved algorithms for evaluating customer credit levels.
16	diagnosed	Diagnosed production weaknesses to reduce rejection rate due to poor quality.
17	dispatched	Dispatched emergency delivery trucks for customers' urgent supply requests.
18	enhanced	Enhanced customers' purchasing experience by streamlining internet checkout process.
19	enriched	Enriched product portfolio profit mix with brand extensions.
20	expedited	Expedited delivery of existing orders for line replenishment items.

<b>Number</b>	<b>Action word</b>	<b>Example</b>
21	founded	Founded a subsidiary which contributed \$1 million in annual incremental revenue.
22	generated	Generated new sales by finding new customers for existing products.
23	implemented	Implemented a new SAP system in the Finance and Purchasing departments.
24	increased	Increased company's visibility with media promotions and events.
25	inspected	Inspected shipments upon arrival from overseas.
26	integrated	Integrated Customer Service and Sales database functions for greater activity visibility.
27	introduced	Introduced new methods of demand planning that increased peg fill rate 18%.
28	launched	Launched new products into the Central Asia markets.
29	mediated	Mediated disputes between customers and third-party shipping companies.
30	merged	Merged operations of the two companies for better cost efficiency.

<b>Number</b>	<b>Action word</b>	<b>Example</b>
31	mobilized	Mobilized national sales force behind three new product launches.
32	modified	Modified existing desktop systems for faster bootup time.
33	negotiated	Negotiated annual ocean shipping contracts.
34	operated	Operated material handling equipment.
35	organized	Organized quarterly sales meetings to bring outside distributors together for product line updates.
36	overhauled	Overhauled existing warehouse management techniques for smoother product flow.
37	planned	Planned IT system relocation project.
38	procured	Procured in-store product displays from a company with wider reach, so we could distribute nationally.
39	published	Published new guidelines for product introductions, allowing for a more uniform process.
40	raised	Raised additional outside funding from angel investors with quarterly road show.

<b>Number</b>	<b>Action word</b>	<b>Example</b>
41	recommended	Recommended product discontinuations based on sales dollar and volume reports.
42	reduced	Reduced waste in facility management by optimizing HVAC systems.
43	reorganized	Reorganized Customer Service department after consolidation into single-location office.
44	resolved	Resolved discrepancies between vendor billings and shipment reception notes.
45	scheduled	Scheduled regular machine maintenance to reduce operations downtime.
46	secured	Secured customer credit lines by requiring collateral during economic downturns.
47	sponsored	Sponsored local university events to reach target market.
48	stabilized	Stabilized shipping costs by purchasing fuel surcharge insurance.
49	stimulated	Stimulated demand for downtrending products with targeted price promotions.
50	trained	Trained new employees in proper shipment documentation procedures.
51	transferred	Transferred A/R discrepancy checks from regional offices to national office.
52	unified	Unified Creative department and Merchandising department initiatives with weekly coordination meetings.
53	upgraded	Upgraded quality measurement systems for new ISO requirements.

There you go, 53 great action words you can use in your CV.

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