

50+ Powerful Action Verbs for Your Graduate CV



Swap tired phrases like *responsible for*, *helped with* and *worked on* for these. Pick the verb that matches the skill you want to showcase, then build it into the formula below.

LEADERSHIP & OWNERSHIP

Led, Managed, Coordinated, Organised, Oversaw, Chaired, Mentored, Supervised

IMPACT & RESULTS

Increased, Reduced, Improved, Generated, Delivered, Achieved, Exceeded, Saved

INITIATIVE & CREATION

Launched, Founded, Created, Designed, Developed, Built, Established, Introduced, Initiated

ANALYSIS & PROBLEM-SOLVING

Analysed, Researched, Evaluated, Investigated, Assessed, Identified, Diagnosed, Resolved, Solved, Examined

COMMUNICATION & INFLUENCE

Presented, Negotiated, Persuaded, Pitched, Liaised, Advised, Consulted, Advocated, Communicated, Authored

COLLABORATION & SUPPORT

Collaborated, Supported, Contributed, Partnered, Assisted, Facilitated, Trained, Coached, Volunteered, Guided

EXECUTION & DELIVERY

Implemented, Completed, Executed, Produced, Streamlined, Automated, Optimised, Processed, Maintained

THE BULLET FORMULA

Powerful Action Verb + Quantifiable Result + Strategy (how you achieved it)

SEE IT IN ACTION

BEFORE

Treasurer, Netball Club

- Looked over society's budgets and accounts
- Worked closely with society president
- Liaised with club sponsors

AFTER

Treasurer, Netball Club

- **Managed** an annual budget of **£20,000** by **allocating funds to multiple projects** and leading a sub-committee team of 3.
- **Generated 2 new sponsorship deals**, increasing club funds by **45%**, by networking with local businesses.

BEFORE

Barista, Starbucks

- Assisted store manager with till cash-ups
- Helped to train new hires
- Supported customers with orders and payments

AFTER

Barista Team Lead, Starbucks

- **Delivered** excellent service to **300+ daily customers** by managing logistics of a 15-person team.
- **Contributed** to training of **5 new hires** by role modelling best practices during busy shifts.

BEFORE

Tutor, Private Tuition

- Taught students maths and science
- Created lesson plans
- Responsible for tracking progress

AFTER

Tutor, Private Tuition

- **Coached 12 GCSE students** to an average grade uplift of **2 grades** by designing tailored revision plans.
- **Developed** a bank of **30+ bespoke worksheets** by analysing exam board mark schemes and common pitfalls.