

Action Verbs and Measurable CV Examples

A quick reference for students and recent graduates across degree subjects and industries. Select verbs that accurately describe your own contribution, then show the scale or result of the work.

Build a stronger CV bullet

Action verb + what you did + scope or verified result.

Example: Analyzed survey responses from 120 participants and identified three changes to improve a workshop.

Action verbs by field

Field or industry	Useful verbs
Business and management	Coordinated, improved, implemented, negotiated, streamlined, monitored, delivered
Finance and accounting	Analyzed, reconciled, forecast, audited, calculated, tracked, reported
Marketing and communications	Developed, wrote, promoted, designed, measured, targeted, presented
Engineering	Designed, tested, modeled, built, optimized, validated, documented
Computer science and IT	Programmed, developed, automated, debugged, integrated, secured, deployed
Healthcare and life sciences	Assessed, documented, researched, monitored, supported, evaluated, communicated
Education and training	Facilitated, taught, adapted, assessed, coached, explained, evaluated
Public policy and social sciences	Researched, interviewed, synthesized, evaluated, consulted, recommended
Arts and design	Created, illustrated, conceptualized, produced, revised, curated, presented
Hospitality and customer service	Assisted, resolved, organized, served, trained, scheduled, improved

Choose a verb that matches your role

Contribution	Verbs to consider
Created something	Created, initiated, launched, developed, established
Worked with information	Analyzed, researched, compared, interpreted, synthesized
Organized people or work	Coordinated, scheduled, organized, managed, facilitated
Solved a problem	Resolved, improved, redesigned, streamlined, corrected
Explained or influenced	Presented, wrote, advised, persuaded, communicated
Checked quality or results	Tested, reviewed, evaluated, verified, monitored

Measurable CV examples by industry

These are fictional models. Replace every figure and outcome with something you can verify. If you did not track an improvement, describe the size, frequency, or scope of your work.

Field or industry	Illustrative CV bullet
Business and management	Coordinated a four-person team project, delivering a process improvement proposal two weeks before the deadline.
Finance and accounting	Analyzed 12 months of expense data and identified three categories with potential savings.
Marketing and communications	Developed 15 social media posts for a campus campaign, increasing event registrations by 25%.
Engineering	Designed and tested three prototype versions, reducing assembly time by 18% in the final model.
Computer science and IT	Developed a web application and tested it with 20 users, resolving 12 reported issues before presentation.
Healthcare and life sciences	Reviewed 80 research articles and summarized findings for a final-year project on [topic].
Education and training	Facilitated six small-group learning sessions for 15 students and collected feedback after each session.
Public policy and social sciences	Analyzed 35 interview responses and presented four evidence-based recommendations.
Arts and design	Created three design concepts and revised the selected concept through two rounds of client feedback.
Hospitality and customer service	Handled an average of 30 customer requests per shift while maintaining a [verified customer satisfaction score].

How to measure your contribution

Use a percentage, count, timeframe, frequency, budget, audience size, or quality measure. A result might be “increased registrations by 25%”; scope might be “reviewed 80 articles.” Either is useful when accurate.

For bachelor’s and master’s graduates

Bachelor’s graduates can draw evidence from coursework, internships, volunteering, and part-time jobs. Verbs such as researched, contributed, organized, presented, and tested often fit these experiences.

Master’s graduates can also show the depth of dissertations and applied projects. Verbs such as analyzed, synthesized, evaluated, designed, and recommended may help describe that work.

Use led, managed, or directed only when you held that responsibility. If you worked as one member of a team, describe your specific contribution.

Skills demonstrated through university experience

You can demonstrate workplace skills before you have a full-time job. Use specific actions from coursework, clubs, volunteering, sports, and campus activities. Club membership alone shows little; explain what you contributed.

The examples below are fictional. Replace every number and outcome with accurate details from your own experience.

University experience	Skills demonstrated	Illustrative CV bullet
Research assignment	Research and critical thinking	Reviewed 25 academic sources, compared competing explanations, and produced a report with three evidence-based recommendations.
Group coursework	Teamwork and coordination	Coordinated weekly progress checks for a four-person project team and combined contributions into a report submitted on time.
Class presentation	Communication and presentation	Presented project findings to 30 classmates and answered questions about the methods and recommendations.
Laboratory or technical project	Problem solving and technical skills	Tested three prototype designs against five criteria and documented the results to support the final design choice.
Club event committee	Planning and organization	Organized registration and volunteer schedules for a student event attended by 80 participants.
Club treasurer	Budgeting and attention to detail	Tracked an AED 3,000 club budget and reconciled receipts for four events.
Society publicity	Digital communication and creativity	Created 12 posts to promote three society events and tracked registrations through an online form.
Peer tutoring or volunteering	Teaching and interpersonal skills	Supported eight students in weekly study sessions over six weeks, adapting explanations to their questions.
Sports team or campus activity	Collaboration and responsibility	Scheduled practice sessions for a 12-member team and coordinated travel arrangements for two competitions.

Choose the evidence that fits the job

Select two or three experiences that match the vacancy. Use led or managed only when you held that responsibility. If an improvement was not measured, show scope through team size, frequency, deadlines, audiences, or completed outputs.

Place these bullets under Relevant Projects, Leadership and Activities, or Volunteering. Add the project or organization name, your role, and dates so the employer understands the context.