

How to write your roles and responsibilities in a CV

When writing your responsibilities, use concise statements led by strong verbs. Focus on your skills and strengths that are important to your field.

A. Directions: Choose the phrase that sounds the strongest to demonstrate your roles and responsibilities in a CV.

1. Advocated for clients' needs to case managers and supervisors.
 Communicated clients' needs to others.
2. Worked with team members on handling inventory.
 Cooperated with team members to check on and restock inventory.
3. Directed a team of ten colleagues during five different projects including a project that increased production by 10%.
 Managed five projects.
4. Maintained an organized work space to decrease start-up time spent by 15%.
 Organized work space efficiently.
5. Started a program to increase productivity.
 Launched a program with 7 colleagues to increase productivity by 7%.
6. Responsible for meeting deadlines.
 Ensured deadlines were met with accuracy to maintain client satisfaction.
7. Provided prompt service for more than 50 customers per shift.
 Worked with customers in customer service department.

B. Directions: Fill in the gaps with the correct verb.

8. _____ that new clients will grow into a loyal customer base by implementing a new loyalty program.
9. _____ the communication with the Marketing department to better understand the competitive position.
10. _____ and executed online, social media and print marketing strategies for the new projects.
11. _____ 3D models, renderings and video animations as to client specifications.
12. _____ club to help fellow students improve at public speaking and promote discussion-based events.
13. _____ 5+ public speaking lectures to 120 participants.
14. _____ a recycling program for the Business Campus to promote awareness to 150 students.
15. _____ PowerPoint presentations, designed spreadsheets, and fulfilled other administrative tasks as needed.
16. _____ 34 colleagues in designing PowerPoint presentations to establish better delivery of projects to clients.
17. _____ the process of production to improve efficiency by 10%.
18. _____ colleagues creativity by offering incentives and managing collaborative groups.
19. _____ with colleagues to complete projects while receiving a customer satisfaction rating of 95%.
20. _____ task to 6 colleagues in 3 projects to increase productivity and motivation.