

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.