



Action Verbs

Accelerated	Devised	Invented	Provided
Accomplished	Directed	Involved with	Published
Accountable for	Discovered	Justified	Recommended
Achieved	Earned	Keynote	Reconciled
Activated	Effected	Launched	Recruited
Adapted	Eliminated	Led/Lead	Redeveloped
Advanced	Enforced	Licensed	Reduced
Administered	Ensured	Lower costs	Reinforced
Analyzed	Established	Maintained	Reorganized
Arranged	Evaluated	Managed	Researched
Assembled	Exceeded	Mastered	Reported
Assisted	Executed	Maximized	Responsible for
Authored	Expanded	Mediated	Revised
Broadened	Expedited	Modernized	Revitalized
Built	Formed	Monitored	Served
Commended for	Formulated	Motivated	Set up
Completed	Founded	Negotiated	Simplified
Conceived	Generated	Nominated	Spearhead
Conducted	Guided	Operated	Solved
Consolidated	Hands on	Ordered	Staffed
Constructed	Headed	Organized	Strengthened
Consulted	Implemented	Originated	Structured
Contributed	Improved	Overcame	Stabilized
Controlled	Increased	Participated	Standardized
Converted	Initiated	Perfected	Stimulated
Coordinated	Innovated	Performed	Supervised
Correlated	Inspired	Pioneered	Surveyed
Created	Instituted	Planned	Systemized
Demonstrated	Installed	Prepared	Targeted
Designed	Integrated	Produced	Updated
Detailed	Interface	Proficient at	Upgraded
Determined	Interpreted	Promoted	
Developed	Interviewed	Proposed	