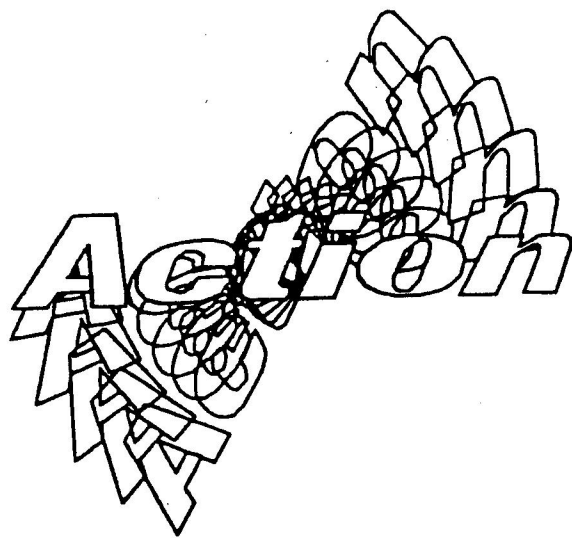


ACTION VERBS

What Have You Done?



Accelerated	Confronted	Expedited			
Accomplished	Consolidated	Explained			
Accounted	Constructed	Expressed			
Achieved	Controlled	Facilitated			
Acquired	Coordinated	Fashioned			
Acted	Corresponded	Filled			
Adapted	Counselled	Forecasted			
Administered	Created	Formulated			
Adopted	Critiqued	Found			
Advised	Cut	Generated			
Advocated	Dealt	Guided	Manipulated	Pushed	Streamlined
Aided	Debated	Headed	Measured	Questioned	Strengthened
Allocated	Delegated	Hired	Mediated	Raised	Stressed
Analyzed	Delivered	Implemented	Motivated	Read	Structured
Applied	Demonstrated	Improved	Negotiated	Recommended	Succeeded
Appraised	Described	Improvised	Observed	Recorded	Summarized
Approved	Designed	Increased	Operated	Recruited	Supervised
Arbitrated	Determined	Influenced	Organized	Reduced	Supported
Arranged	Developed	Initiated	Originated	Referred	Synthesized
Assembled	Devised	Innovated	Participated	Reinforced	Systemized
Assessed	Diagnosed	Inspired	Performed	Reorganized	Tackled
Assigned	Directed	Installed	Persuaded	Repaired	Talked
Assisted	Discovered	Instructed	Pinpointed	Reported	Taught
Attained	Dispatched	Integrated	Planned	Researched	Tested
Audited	Displayed	Interpreted	Predicted	Resolved	Touched
Based	Distributed	Interviewed	Prepared	Responded	Tracked
Budgeted	Documented	Introduced	Presented	Reviewed	Traded
Built	Drafted	Invented	Printed	Revised	Trained
Checked	Drew	Invested	Prioritized	Scheduled	Transferred
Classified	Earned	Investigated	Processed	Secured	Translated
Coached	Edited	Involved	Produced	Selected	Treated
Collated	Educated	Judged	Programmed	Served	Trimmed
Collected	Effected	Launched	Projected	Serviced	Troubleshoot
Communicated	Eliminated	Lectured	Promoted	Set up	Uncovered
Competed	Encouraged	Led	Proofread	Simplified	Updated
Compiled	Established	Lobbied	Proposed	Sold	Upgraded
Completed	Evaluated	Located	Proved	Solved	Utilized
Composed	Examined	Made	Provided	Spoke	Visualized
Conceived	Exhibited	Maintained	Published	Staffed	Won
Conducted	Expanded	Managed	Purchased	Started	Wrote

Figure 13.2

APPENDIX A

Action Verbs

The underlined words are especially good for pointing out accomplishments.

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated

Communication

(continued)
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
configured
designed
devised
engineered
fabricated
installed
maintained
operated
overhauled

Technical

(continued)
performed trouble-
shooting
programmed
remodeled
repaired
retrieved
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
operated

Clerical

(continued)
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
guided
motivated
referred
rehabilitated
represented

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

More Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed