

ACHIEVEMENT STATEMENT = ACTIVE VERB + KEYWORD + QUANTITATIVE INFORMATION

COMMUNICATION	CREATIVE	HELPING	LEADERSHIP	ORGANISING	FINANCIAL	RESEARCH	TEACHING
Advertised	Acted	Adapted	Administered	Arranged	Administered	Analysed	Adapted
Arranged	Adapted	Advocated	Attained	Catalogued	Adjusted	Clarified	Advised
Articulated	Began	Aided	Consolidated	Categorized	Allocated	Collected	Assisted
Collaborated	Combined	Answered	Converted	Classified	Analysed	Compared	Clarified
Communicated	Composed	Arranged	Coordinated	Collected	Appraised	Conducted	Coached
Consulted	Conceptualized	Assessed	Decided	Compiled	Assessed	Critiqued	Communicated
Contacted	Condensed	Assisted	Delegated	Corresponded	Audited	Detected	Conducted
Convinced	Created	Clarified	Developed	Distributed	Balanced	Determined	Coordinated
Developed	Customized	Coached	Directed	Executed	Budgeted	Diagnosed	Critiqued
Directed	Designed	Collaborated	Enhanced	Generated	Calculated	Evaluated	Developed
Discussed	Developed	Contributed	Established	Incorporated	Computed	Examined	Enabled
Elicited	Directed	Cooperated	Generated	Inspected	Conserved	Experimented	Encouraged
Formulated	Displayed	Counselled	Improved	Maintained	Corrected	Explored	Evaluated
Incorporated	Established	Demonstrated	Incorporated	Monitored	Determined	Extracted	Explained
Influenced	Fashioned	Educated	Increased	Obtained	Developed	Formulated	Facilitated
Interpreted	Formulated	Encouraged	Initiated	Operated	Estimated	Gathered	Focused
Involved	Founded	Ensured	Instituted	Ordered	Forecasted	Inspected	Guided
Marketed	Illustrated	Expedited	Led	Organized	Managed	Interviewed	Individualized
Mediated	Initiated	Facilitated	Managed	Prepared	Marketed	Invented	Informed
Negotiated	Instituted	Guided	Merged	Processed	Measured	Investigated	Instilled
Participated	Integrated	Helped	Motivated	Provided	Netted	Located	Instructed
Persuaded	Introduced	Insured	Organized	Purchased	Planned	Measured	Motivated
Promoted	Invented	Intervened	Planned	Recorded	Prepared	Organized	Oversaw
Proposed	Modelled	Motivated	Prioritized	Registered	Programmed	Researched	Presented
Publicized	Modified	Prevented	Produced	Responded	Projected	Reviewed	Persuaded
Reinforced	Originated	Provided	Restored	Reviewed	Qualified	Searched	Simulated
Resolved	Performed	Represented	Reviewed	Scheduled	Reconciled	Solved	Stimulated
Spoke	Planned	Resolved	Scheduled	Submitted	Reduced	Summarized	Supervised
Suggested	Revised	Simplified	Secured	Supplied	Researched	Surveyed	Tested
Summarized	Revitalized	Supplied	Selected	Standardized	Retrieved	Systematized	Trained
Synthesized	Shaped	Supported	Streamlined	Systematized	Validated	Tested	Transmitted
Wrote	Solved	Volunteered	Strengthened	Updated	Verified	Validated	Tutored
KEYWORDS							
Communication	Team Working	Interpersonal Skills	Problem Solving	Analytical Skills	Planning/Organising	Customer Service	Initiative
QUANTITATIVE INFORMATION							
	%	Statistics	\$	Names	Numbers		