

Action Verbs for Achievement Statements

Accelerated	Demonstrated	Joined	Reconciled
Accomplished	Designed	Judged	Recorded
Achieved	Developed	Kept	Recruited
Acted	Devised	Launched	Redesigned
Activated	Directed	Learned	Reduced
Adjusted	Distributed	Led	Regulated
Administered	Discovered	Liaised	Remodeled
Adopted	Diverted	Located	Reorganised
Advanced	Doubled	Maintained	Repaired
Advised	Earned	Managed	Replaced
Analysed	Edited	Manipulated	Researched
Appraised	Educated	Marketed	Restored
Approved	Established	Maximised	Retrieved
Arbitrated	Evaluated	Mediated	Reviewed
Arranged	Executed	Monitored	Revised
Assembled	Expanded	Motivated	Revitalised
Assessed	Explored	Navigated	Saved
Assigned	Facilitated	Negotiated	Secured
Attained	Fashioned	Netted	Scheduled
Awarded	Financed	Observed	Screened
Balanced	Forecasted	Obtained	Shaped
Began	Formulated	Opened	Shared
Briefed	Fostered	Operated	Sponsored
Boosted	Founded	Orchestrated	Strengthened
Budgeted	Furnished	Ordered	Stressed
Built	Gained	Organised	Stretched
Calculated	Gathered	Originated	Structured
Captured	Governed	Outlined	Succeeded
Catalogued	Generated	Overcame	Suggested
Centralized	Handled	Participated	Summarised
Collaborated	Headed	Performed	Superseded
Compiled	Hired	Persuaded	Supervised
Composed	Hosted	Piloted	Surveyed
Completed	Identified	Planned	Systematised
Computed	Illustrated	Predicted	Synthesised
Conceived	Implemented	Prepared	Targeted
Condensed	Improved	Presented	Taught
Conducted	Improvised	Processed	Terminated
Consolidated	Increased	Produced	Tracked
Controlled	Influenced	Projected	Traded
Costed	Initiated	Programmed	Trained
Converted	Innovated	Promoted	Transferred
Convinced	Installed	Proposed	Transformed
Coordinated	Installed	Provided	Translated
Created	Instituted	Purchased	Updated
Cultivated	Introduced	Raised	Upgraded
Cut	Invented	Rated	Utilised
Decided	Investigated	Reached	Validated
Defined	Instigated	Realised	Won
Delegated	Invented	Reasoned	Worked
Delivered	Involved	Recommended	Wrote