**Accomplishment Statements**

**Action Verbs to Use**

**How did you observe or pay special attention to something?**

Addressed investigated perceived studied

Examined inspected questioned surveyed

Experimented measured read tested

Explored observed researched weighed

**How did you discover something?**

Ascertained discovered perceived solved

Determined found pinpointed uncovered

Detected identified proved verified

Diagnosed learned recognized

**How did you evaluate something?**

Analyzed compared perceived rated

Appraised evaluated qualified reasoned

Assessed judged quantified reviewed

**How well did you understand something?**

Attributed grasped perceived translated

Discerned interpreted transcribed

**How did you start something?**

Activated formed initiated opened

Adopted founded instituted originated

Began generated introduced started

Established implemented launched undertook

**How did you finish something?**

Achieved concluded finalized reached

Accomplished ended finished realized

Attained established fulfilled terminated

Completed executed

**How did you document something?**

Certified logged recorded supported

Charted mapped researched tabulated

Documented proved substantiated

**How did you supervise employees?**

Appointed employed hired referred

Awarded enforced interviewed selected

Enlisted evaluated nominated staffed

Elected fired recruited terminated

**How were you future-oriented?**

Estimated deterred predicted projected

Forecast hypothesized prevented strategized

**How did you manage or lead?**

Acted fostered led performed

Administered governed maintained piloted

Advised handled managed processed

Conducted headed motivated scheduled

Controlled implemented navigated showed

Directed influenced ordered supervised

Facilitated integrated oversaw used

**How did you save the day?**

Averted prevented succeeded

Diverted salvaged withstood

Prevailed saved solved

**How were you part of a team?**

Advised conferred fostered participated

Aided consulted helped served

Assisted cooperated joined teamed with

Collaborated facilitated met with

**How did you obtain something new?**

Acquired expanded purchased secured

Bought obtained raised solicited

Collected procured realized

Cultivated produced received

**How did you make something?**

Assembled drew made programmed

Built engineered painted published

Composed fabricated photographed sketched

Constructed fashioned prepared used

Drafted formed produced worked

**How did you provide something?**

Dispensed installed provided supplied

Distributed offered rendered

Fitted preformed responded

Furnished presented submitted

**How did you operate something?**

Conducted handled performed repaired

Controlled implemented troubleshooting tended

Fixed maintained ran used

Functioned operated rebuilt worked

**How did you organize something?**

Arranged collected coordinated prepared

Assembled connected correlated structured

Categorized combined implemented summarized

Compiled consolidated organized systematized

**How did you make decisions?**

Activated approved decided resolved

Adopted concluded determined settled

**How were you accountable?**

Assured ensured protected secured

Confirmed guaranteed satisfied inspected

Delivered guarded safeguarded

**How did you make changes?**

Adapted extended refined standardized

Adopted extracted reorganized supplemented

Centralized implemented restored systematized

Combined improvised restructured synergized

Condensed modified revised tailored

Converted reconstructed separated unified

Edited redesigned simplified united

Expanded

**How did you improve things?**

Advanced enlarged increased surpassed

Augmented enriched modernized streamlined

Corrected expedited reduced treated

Cultivated extended resolved updated

Developed implemented revitalized upgraded

Enhanced improved solved

**What new idea did you think of?**

Conceived devised invented solved

Conceptualized discovered originated synergized

Created generated perceived synthesized

Designed improvised pioneered visualized

Developed innovated shaped

**How did you communicate an idea?**

Communicated lectured related submitted

Demonstrated modeled reported symbolized

Displayed persuaded represented verbalized

Dramatized presented shared wrote

Explained proposed showed

Illustrated publicized spoke

**How did you explain?**

Defined detailed elucidated explained

Interpreted deciphered clarified accounted for

**How did you work with people?**

Advised influenced prescribed trained

Coached informed probed tutored

Convinced inspired recommended mentored

Counseled instructed reinforced

Educated listened rehabilitated

Facilitated motivated served

Guided persuaded taught

**How did you increase sales or territory?**

Advanced developed marketed sold

Advertised expanded opened up

Doubled extended promoted

Enlarged increased publicized

**What financial functions did you perform?**

Analyzed checked financed reconciled

Audited collected funded safeguarded

Balanced computed invested solved

Budgeted dispensed liquidated took public

Calculated distributed merged

**How did you save money, time, or resources?**

Conserved decreased minimized saved

Cut eliminated preserved

Economized lowered reduced

**What did you achieve?**

Accomplished attained gained secured

Achieved completed obtained surpassed

Acquired contributed realized

Advanced enabled reached

**When were you recognized with honors or awards?**

Acknowledged awarded elected nominated

Appointed credited granted selected

Assigned designated honored won

**When did you get results?**

Assured enabled influenced resulted in

Augmented ensured let to reinforced

Contributed facilitated promoted strengthen

Empowered furthered provided