

Action Verbs to Describe Accomplishments

If you led a project, then you may have:

Chaired	Headed	Oversaw
Controlled	Operated	Planned
Coordinated	Orchestrated	Produced
Executed	Organized	Programmed

If you envisioned and brought to life a project, then you may have:

Administered	Founded	Incorporated
Built	Engineered	Initiated
Charted	Established	Instituted
Created	Formalized	Introduced
Designed	Formed	Launched
Developed	Formulated	Pioneered
Devised	Implemented	Spearheaded

If you saved the company time or money, then you may have:

Conserved	Deducted	Reconciled
Consolidated	Diagnosed	Reduced
Decreased	Lessened	Yielded

If you increased efficiency, sales, or customer satisfaction, then you may have:

Accelerated	Enhanced	Improved
Advanced	Expanded	Lifted
Amplified	Expedited	Maximized
Boosted	Furthered	Outpaced
Capitalized	Gained	Stimulated
Delivered	Generated	Sustained

If you changed or improved something, then you may have:

Centralized	Redesigned	Revitalized
Clarified	Refined	Simplified
Converted	Refocused	Standardized
Customized	Rehabilitated	Streamlined
Influenced	Remodeled	Strengthened
Integrated	Reorganized	Updated
Merged	Replaced	Upgraded
Modified	Restructured	Transformed
Overhauled	Revamped	

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If you managed a team, then you may have:

Aligned	Hired	Shaped
Cultivated	Inspired	Supervised
Directed	Mentored	Taught
Enabled	Mobilized	Trained
Facilitated	Motivated	Unified
Fostered	Recruited	United
Guided	Regulated	

If you brought in partners, funding, or resources, then you may have:

Acquired	Navigated	Partnered
Forged	Negotiated	Secured

If you supported customers, then you may have:

Advised	Coached	Fielded
Advocated	Consulted	Informed
Arbitrated	Educated	Resolved

If you did research, then you may have:

Analyzed	Examined	Measured
Assessed	Explored	Qualified
Audited	Forecasted	Quantified
Calculated	Identified	Surveyed
Discovered	Interpreted	Tested
Evaluated	Investigated	Tracked

If you wrote or communicated, then you may have:

Authored	Corresponded	Illustrated
Briefed	Counseled	Lobbied
Campaigned	Critiqued	Persuaded
Composed	Defined	Promoted
Conveyed	Documented	Publicized
Convinced	Edited	Reviewed

If you oversaw or regulated, then you may have:

Authorized	Enforced	Monitored
Blocked	Ensured	Screened
Delegated	Inspected	Scrutinized
Dispatched	Itemized	Verified

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If you achieved something, then you may have:

Attained

Earned

Showcased

Awarded

Exceeded

Succeeded

Completed

Outperformed

Surpassed

Demonstrated

Reached

Targeted