

Verbs To Consider

A Accomplished Acquired Achieved Addressed Advised Analyzed Assessed Assisted Attained	D Decreased Delivered Demonstrated Detected Developed Devised Diagnosed Directed Drafted	H Handled Headed Helped Hired
B Budgeted Built	E Eliminated Employed Enforced Established Evaluated Examined Expanded	I Identified Implemented Improved Improvised Increased Initiated Innovated Inspected Instituted Integrated Introduced Investigated
C Calculated Centralized Charted Collaborated Completed Conceptualized Conducted Consolidated Converted Coordinated Corrected Created	F Facilitated Finalized Formed Fostered Founded	L Launched Lectured Led
	G Generated Guided	M Maintained Managed Manipulated

Modified	Reduced	Traveled
Monitored	Reorganized	Trimmed
Motivated	Represented	
	Reported	U Uncovered
N Negotiated	Researched	Unified
	Resolved	Updated
O Obtained	Responded	Upgraded
Offered	Restored	Utilized
Operated	Restructured	
Organized	Reviewed	V Verbalized
Originated	Revised	Verified
Oversaw		
	S Satisfied	W Weighed
P Participated	Scheduled	Won
Persuaded	Secured	Wrote
Piloted	Selected	
Pioneered	Set Up	
Planned	Simplified	
Prepared	Sold	
Prescribed	Solved	
Presented	Standardized	
Prevented	Started	
Produced	Streamlined	
Promoted	Structured	
Proposed	Submitted	
Proved	Succeeded	
Provided	Supervised	
Purchased	Supplied	
Q Qualified	T Tailored	
Quantified	Tested	
	Tracked	
R Recommended	Trained	
Redesigned	Transferred	