Action Verbs Accomplishment Statements

Resource 2.5

Accelerated Accomplished Achieved Acted Adapted Administered Advised Analyzed Appraised Approved Arbitrated Arranged Assembled Assessed Assisted Audited Balanced Bought Broadcast **Budgeted** Built Calculated Capitalized Centralized Charted Classified Coded Collaborated Collected Combined Communicated Completed Compounded Comprehended Computed Conceived Conducted Consolidated Conserved Constructed

Consulted Controlled Converted Coordinated Corresponded Counseled Created Cut Decentralized Decided Deciphered Decreased Delegated Delivered Demonstrated Designed Detected Determined Developed Devised Diagnosed Directed Discerned Discovered Discussed Dispensed Displayed Disproved Distributed Doubled Drove Earned Edited Eliminated Enacted Encouraged Endeavored Enhanced Established Evaluated

Examined Exceeded Executed Expanded Facilitated Filed Finalized Financed Forecasted Formulated Founded Generated Headed Helped Identified Illustrated Imagined Implemented Improved Improvised Increased Initiated Innovated Installed Instituted Instructed Interpreted Interviewed Introduced Invented Investigated Launched Lectured Led Linked Logged Managed Moderated Modified Motivated

Navigated Negotiated Observed Obtained Operated Oversaw Painted Performed Persuaded Planned Predicted Prepared Prescribed Presented Printed Processed Produced Programmed Projected Promoted Proposed Protected Provided Publicized Purchased **Ouantified** Raised Realized Received Recommended Recorded Recruited Redesigned Reduced Referred Rendered Reorganized

Represented Researched Responded Restored Reviewed Revised Revolved Risked Routed Saved Scheduled Screened Selected Served Serviced Set up Sharpened Shattered Simplified Sold Solved Sparked Spoke Stabilized Staffed Started Steered Stimulated Streamlined Strengthened Stressed Stretched Structured Studied Succeeded Summarized Superseded

Supervised Supplied Supported Surpassed Synthesized Systematized Taught Terminated Tested Traced Tracked Traded Trained Transacted Transferred Transformed Translated Traveled Trimmed Tripled Turned Tutored Uncovered Unearthed Unified Unraveled Upgraded Utilized Vacated Verified Visualized Volunteered Widened Withdrew Won Worked Wrote

