

ACTION VERBS

Every achievement and/or bullet in your experience and profile should start with an action verb. Use "achieving" language instead of "doing" language.

COMMUNICATION

- addressed
- advertised
- clarified
- condensed
- developed
- directed
- edited
- expressed
- formulated
- illustrated
- interpreted
- joined
- listened
- marketed
- mediated
- outlined
- persuaded
- promoted
- quoted
- reconciled
- reinforced
- solved
- translated
- wrote

RESEARCH

- analyzed
- ascertained
- audited
- catalogued
- charted
- compiled
- critiqued
- defined
- discovered
- examined
- eliminated
- explored
- identified
- inspected
- interpreted
- modeled
- mapped
- observed
- reviewed
- searched
- solved
- summarized
- synthesized
- transcribed

MANAGEMENT

- administered
- appointed
- chaired
- coached
- consolidated
- delegated
- developed
- exceeded
- generated
- headed
- incorporated
- initiated
- instituted
- managed
- motivated
- oversaw
- prioritized
- resolved
- strengthened
- supervised
- transformed
- unified
- upgraded
- vitalized

HELPING

- advised
- advocated
- arbitrated
- backed
- coached
- consulted
- deferred
- educated
- encouraged
- furthered
- guided
- helped
- improved
- joined
- lead
- mediated
- partnered
- provided
- referred
- serviced
- supplied
- supported
- translated
- united

TECHNICAL

- activated
- aligned
- built
- calculated
- computed
- created
- designed
- detailed
- engineered
- expanded
- formulated
- guided
- integrated
- mapped
- maintained
- navigated
- operated
- processed
- produced
- rectified
- remodeled
- solved
- strengthened
- upgraded

TEACHING

- adapted
- assisted
- conducted
- delivered
- dramatized
- edited
- electrified
- exhibited
- facilitated
- familiarized
- indoctrinated
- instilled
- lectured
- modeled
- motivated
- piloted
- prepared
- referred
- served
- shaped
- scheduled
- taught
- tested
- trained

LEADERSHIP

- achieved
- assigned
- attained
- considered
- controlled
- converted
- coordinated
- emphasized
- enforced
- enhanced
- hired
- hosted
- inspected
- inspired
- merged
- overhauled
- pioneered
- presided
- reduced
- scheduled
- shaped
- simplified
- streamlined
- surpassed

CREATIVE

- acted
- began
- brainstormed
- combined
- crafted
- demonstrated
- dramatized
- drew
- electrified
- envisioned
- fashioned
- inspired
- instrumented
- orchestrated
- originated
- painted
- photographed
- pioneered
- pitched
- played
- published
- restructured
- rewrote
- sketched

FINANCIAL

- adjusted
- assessed
- budgeted
- collected
- corrected
- dispensed
- devised
- drafted
- figured
- filed
- increased
- predicted
- projected
- purchased
- quoted
- raised
- reduced
- restructured
- saved
- sold
- studied
- tabulated
- transferred
- transmitted

ORGANIZATION

- appraised
- approved
- calibrated
- charted
- diagnosed
- distributed
- eliminated
- executed
- figured
- filed
- gathered
- generated
- incorporated
- indexed
- monitored
- obtained
- organized
- planned
- reconciled
- registered
- screened
- updated
- validated
- verified