Action Verbs for Accomplishment Statements

COMMUNICATION & TEAMWORK SKILLS
Addressed Arbitrated Authored Composed Communicated Competed Contacted Conveyed Corresponded Demonstrated Directed Drafted Edited Encouraged Enlisted Exchanged Explained Initiated Influenced Informed Instructed Interpreted Introduced Lectured Mediated Moderated Motivated Negotiated Notified Participated Presented Persuaded Promoted Proofread Publicized Represented Resolved Responded Supported Wrote

TECHNICAL & RESEARCH SKILLS
Acquired Activated Administered Analyzed Applied Assessed Briefed Calculated Catalogued Categorized Channeled Clarified Coded Collected Compared Compiled Computed Conducted Contrasted Defined Delivered Drafted Evaluated Examined Experimented Explored Formulated Implemented Inquired Inspected Installed Interpreted Interviewed Investigated Mastered Monitored Operated Processed Programmed Protected Provided Published Recorded Regulated Repaired Reported Reviewed Shared Simulated Solved Studied Summarized Supported Surveyed Systematized Tested Trained Translated Tutored Updated

LEADERSHIP SKILLS
Achieved Clarified Decided Delegated Effected Enhanced Exceeded Exelled Headed Improved Inspired Instigated Led Marketed Motivated Participated Presided Recommended Revitalized Succeeded Tailored

MANAGEMENT & ORGANIZATIONAL SKILLS
Administered Anticipated Approved Arranged Assembled Assigned Catalogued Classified Completed Conducted Controlled Coordinated Correlated Determined Directed Eliminated Engineered Evaluated Executed Expanded Fixed Implemented Improved Increased Maintained Managed Oversaw Perceived Planned Procured Provided Recommended Scheduled Shaped Successful Supervised Visualized

CREATIVE
Acted Conceptualized Created Designed Developed Directed Established Fashioned Founded Illustrated Instituted Integrated Introduced Invented Memorized Originated Performed Planned Revitalized Shaped Sketched

FINANCIAL
Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Estimated Financed Forecasted Minimized Multiplied Projected Purchased Raised Rated Reconciled Secured Submitted Transferred

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