

action verbs

You Achieved Something

Directed, Discovered, Developed, Designed, Demonstrated, Delivered, Drove, Earned, Executed, Exceeded, Expanded, Executed, Identified, Implemented, Improved, Increased, Introduced, Led, Maintained, Managed, Met, Monitored, Negotiated, Organized, Performed, Planned, Produced, Promoted, Reduced, Researched, Represented, Retained, Revamped, Saved, Secured, Set, Set up, Started, Streamlined, Succeeded, Supported, Surpassed, Supervised, Utilized, Validated, Won, Wrote

You Supported Customers

Assisted, Answered, Consulted, Coordinated, Directed, Educated, Encouraged, Evaluated, Helped, Informed, Investigated, Listened, Monitored, Motivated, Organized, Performed, Presented, Provided, Recommended, Researched, Responded, Represented, Retained, Reviewed, Supported, Supervised, Trained, Validated, Visited, Worked with

You Led a Project

Administered, Analyzed, Anticipated, Assessed, Assigned, Assisted, Audited, Chaired, Coordinated, Conducted, Delegated, Directed, Developed, Designed, Determined, Diagnosed, Discovered, Directed, Evaluated, Executed, Expedited, Identified, Implemented, Initiated, Investigated, Led, Managed, Monitored, Negotiated, Organized, Performed, Planned, Presented, Produced, Promoted, Reduced, Researched, Represented, Retained, Revamped, Saved, Secured, Set, Set up, Started, Streamlined, Succeeded, Supported, Supervised, Utilized, Validated, Won, Wrote

You Envisioned and Brought a Project to Life

Administered, Analyzed, Anticipated, Assessed, Assigned, Assisted, Audited, Chaired, Coordinated, Conducted, Delegated, Directed, Developed, Designed, Determined, Diagnosed, Discovered, Directed, Evaluated, Executed, Expedited, Identified, Implemented, Initiated, Investigated, Led, Managed, Monitored, Negotiated, Organized, Performed, Planned, Presented, Produced, Promoted, Reduced, Researched, Represented, Retained, Revamped, Saved, Secured, Set, Set up, Started, Streamlined, Succeeded, Supported, Supervised, Utilized, Validated, Won, Wrote

You Saved the Company Time or Money

Administered, Analyzed, Anticipated, Assessed, Assigned, Assisted, Audited, Chaired, Coordinated, Conducted, Delegated, Directed, Developed, Designed, Determined, Diagnosed, Discovered, Directed, Evaluated, Executed, Expedited, Identified, Implemented, Initiated, Investigated, Led, Managed, Monitored, Negotiated, Organized, Performed, Planned, Presented, Produced, Promoted, Reduced, Researched, Represented, Retained, Revamped, Saved, Secured, Set, Set up, Started, Streamlined, Succeeded, Supported, Supervised, Utilized, Validated, Won, Wrote

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Administered, Analyzed, Anticipated, Assessed, Assigned, Assisted, Audited, Chaired, Coordinated, Conducted, Delegated, Directed, Developed, Designed, Determined, Diagnosed, Discovered, Directed, Evaluated, Executed, Expedited, Identified, Implemented, Initiated, Investigated, Led, Managed, Monitored, Negotiated, Organized, Performed, Planned, Presented, Produced, Promoted, Reduced, Researched, Represented, Retained, Revamped, Saved, Secured, Set, Set up, Started, Streamlined, Succeeded, Supported, Supervised, Utilized, Validated, Won, Wrote



