

**Begin Your Accomplishment Statements With Action Verbs Like These:**

<b>A</b>	<b>D</b>	Implemented	Ordered	<b>S</b>
Accomplished	Decreased	Improved	Organized	Saved
Achieved	Delegated	Increased	Originated	Scheduled
Acted	Delivered	Influenced		Secured
Adapted	Demonstrated	Informed	<b>P</b>	Served
Administered	Designed	Initiated	Packaged	Simplified
Advised	Developed	Inspected	Perfected	Sold
Aided	Devised	Inspired	Performed	Solved
Analyzed	Diagnosed	Installed	Persuaded	Standardized
Anticipated	Directed	Instituted	Pioneered	Stimulated
Applied	Discovered	Instructed	Planned	Streamlined
Appointed		Integrated	Prepared	Strengthened
Approved	<b>E</b>	Interpreted	Presented	Summarized
Arbitrated	Earned	Interviewed	Presided	Supervised
Arranged	Edited	Introduced	Preserved	Supported
Assembled	Effected	Invented	Prevented	Surveyed
Assigned	Eliminated	Investigated	Procured	
Assisted	Engineered		Produced	<b>T</b>
Audited	Enhanced	<b>J</b>	Programmed	Taught
	Enlarged	Joined	Projected	Trained
<b>B</b>	Ensured		Promoted	Translated
Budgeted	Established	<b>L</b>	Protected	
Built	Estimated	Launched	Provided	<b>U</b>
	Evaluated	Led	Published	Upgraded
<b>C</b>	Exceeded	Located	Purchased	
Calculated	Executed			<b>V</b>
Certified	Expanded	<b>M</b>	<b>R</b>	Verified
Changed	Expedited	Managed	Received	
Coached		manufactured	Recommended	<b>W</b>
Combined	<b>F</b>	Marketed	Recognized	Wrote
Communicated	Forecast	Maximized	Recovered	
Compiled	Founded	Mediated	Recruited	
Conceived		Merged	Reduced	
Conducted	<b>G</b>	Minimized	Remedied	
Consolidated	Generated	Modernized	Re-negotiated	
Constructed	Guided	Monitored	Reorganized	
Consulted		Motivated	Repaired	
Controlled	<b>H</b>		Researched	
Convinced	Headed	<b>N</b>	Resolved	
Corrected	Hired	Negotiated	Restored	
Counseled			Retrieved	
Created	<b>I</b>	<b>O</b>	Revamped	
	Identified	Obtained	Reversed	
	Illustrated	Operated	Revised	