

# action verbs

## You Achieved Something

Directed  
 Developed  
 Discovered  
 Earned  
 Exceeded  
 Executed  
 Identified  
 Improved  
 Increased  
 Introduced  
 Led  
 Managed  
 Measured  
 Met  
 Negotiated  
 Organized  
 Planned  
 Presented  
 Produced  
 Reduced  
 Researched  
 Saved  
 Set  
 Started  
 Succeeded  
 Supported  
 Surpassed  
 Utilized  
 Won

## You Envisioned and Brought a Project to Life

Administered  
 Analyzed  
 Anticipated  
 Applied  
 Assessed  
 Assisted  
 Audited  
 Calculated  
 Compared  
 Computed  
 Conducted  
 Confirmed  
 Consulted  
 Coordinated  
 Covered  
 Devised  
 Diagnosed  
 Determined  
 Directed  
 Discovered  
 Distributed  
 Evaluated  
 Examined  
 Executed  
 Explored  
 Extended  
 Facilitated  
 Focused  
 Forecasted  
 Generated  
 Identified  
 Implemented  
 Installed  
 Investigated  
 Issued  
 Labeled  
 Listed  
 Maintained  
 Monitored  
 Operated  
 Organized  
 Performed  
 Presented  
 Produced  
 Purchased  
 Refined  
 Reported  
 Researched  
 Reviewed  
 Selected  
 Submitted  
 Suggested  
 Supervised  
 Supported  
 Tested  
 Trained  
 Validated  
 Verified  
 Visited

## You Supported Customers

Administered  
 Analyzed  
 Anticipated  
 Applied  
 Assessed  
 Assisted  
 Audited  
 Calculated  
 Compared  
 Computed  
 Conducted  
 Confirmed  
 Consulted  
 Coordinated  
 Covered  
 Devised  
 Diagnosed  
 Determined  
 Directed  
 Discovered  
 Distributed  
 Evaluated  
 Examined  
 Executed  
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 Maintained  
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 Operated  
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 Presented  
 Produced  
 Purchased  
 Refined  
 Reported  
 Researched  
 Reviewed  
 Selected  
 Submitted  
 Suggested  
 Supervised  
 Supported  
 Tested  
 Trained  
 Validated  
 Verified  
 Visited

## You Saved the Company Time or Money

Administered  
 Analyzed  
 Anticipated  
 Applied  
 Assessed  
 Assisted  
 Audited  
 Calculated  
 Compared  
 Computed  
 Conducted  
 Confirmed  
 Consulted  
 Coordinated  
 Covered  
 Devised  
 Diagnosed  
 Determined  
 Directed  
 Discovered  
 Distributed  
 Evaluated  
 Examined  
 Executed  
 Explored  
 Extended  
 Facilitated  
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 Forecasted  
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 Produced  
 Purchased  
 Refined  
 Reported  
 Researched  
 Reviewed  
 Selected  
 Submitted  
 Suggested  
 Supervised  
 Supported  
 Tested  
 Trained  
 Validated  
 Verified  
 Visited

## You Led a Project

Administered  
 Analyzed  
 Anticipated  
 Applied  
 Assessed  
 Assisted  
 Audited  
 Calculated  
 Compared  
 Computed  
 Conducted  
 Confirmed  
 Consulted  
 Coordinated  
 Covered  
 Devised  
 Diagnosed  
 Determined  
 Directed  
 Discovered  
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 Reported  
 Researched  
 Reviewed  
 Selected  
 Submitted  
 Suggested  
 Supervised  
 Supported  
 Tested  
 Trained  
 Validated  
 Verified  
 Visited

## You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Administered  
 Analyzed  
 Anticipated  
 Applied  
 Assessed  
 Assisted  
 Audited  
 Calculated  
 Compared  
 Computed  
 Conducted  
 Confirmed  
 Consulted  
 Coordinated  
 Covered  
 Devised  
 Diagnosed  
 Determined  
 Directed  
 Discovered  
 Distributed  
 Evaluated  
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 Suggested  
 Supervised  
 Supported  
 Tested  
 Trained  
 Validated  
 Verified  
 Visited









