

ACTION VERBS FOR ACHIEVEMENT STATEMENTS

Accelerated	Evaluated	Persuaded	Stressed
Accomplished	Expanded	Planned	Stretched
Achieved	Expedited	Presented	Structured
Administered	Financed	Processed	Succeeded
Analysed	Forecasted	Produced	Summarised
Approved	Formulated	Programmed	Superseded
Budgeted	Founded	Promoted	Supervised
Built	Generated	Proposed	Systematised
Completed	Headed	Provided	Terminated
Conceived	Implemented	Purchased	Traced
Conducted	Improved	Recommended	Tracked
Consolidated	Improvised	Recruited	Traded
Controlled	Increased	Redesigned	Trained
Converted	Influenced	Reduced	Transferred
Convinced	Initiated	Reorganised	Transformed
Created	Installed	Researched	Translated
Cut	Instituted	Revised	Trimmed
Delegated	Introduced	Scheduled	Tripled
Delivered	Invented	Serviced	Uncovered
Demonstrated	Launched	Set up	Unified
Designed	Led	Simplified	Unravelled
Developed	Maintained	Sold	Utilised
Devised	Managed	Solved	Vacated
Directed	Motivated	Sparked	Verified
Doubled	Negotiated	Spearheaded	Widened
Earned	Operated	Staffed	Withdrew
Edited	Organised	Started	Won
Eliminated	Originated	Streamlined	Worked
Established	Performed	Strengthened	Wrote