

Use an action verb for each entry rather than stating "duties included" or "responsible for." Below is a sample list of action verbs to describe your experience, skills, and accomplishments.

Accelerated	Defined	Integrated	Reconciled
Accomplished	Delegated	Interpreted	Recorded
Achieved	Delivered	Introduced	Recruited
Acted	Demonstrated	Investigated	Reduced
Adapted	Designed	Judged	Re-established
Adjusted	Determined	Launched	Regulated
Administered	Diagnosed	Led	Reinforced
Advised	Directed	Lectured	Renegotiated
Advocated	Displayed	Listed	Reorganized
Aided	Distributed	Located	Reported
Allocated	Documented	Maintained	Represented
Analyzed	Drafted	Managed	Researched
Answered	Earned	Measured	Reshaped
Applied	Edited	Mediated	Resolved
Appointed	Educated	Mentored	Responded
Approved	Effected	Modeled	Restored
Arranged	Eliminated	Modified	Revamped
Assessed	Employed	Molded	Reviewed
Assisted	Encouraged	Monitored	Revised
Assumed	Enlisted	Motivated	Scheduled
Attained	Established	Navigated	Selected
Audited	Estimated	Negotiated	Secured
Augmented	Evaluated	Observed	Served
Authored	Examined	Operated	Setup
Balanced	Expanded	Orchestrated	Simplified
Broadened	Expedited	Organized	Solved
Brought	Expressed	Oriented	Specialized
Budgeted	Extended	Originated	Stimulated
Built	Facilitated	Oversaw	Streamlined
Calculated	Forecasted	Participated	Strengthened
Catalogued	Formulated	Performed	Structured
Chaired	Founded	Persuaded	Suggested
Communicated	Fulfilled	Planned	Supervised
Compared	Generated	Predicted	Supported
Complied	Governed	Prepared	Systematized
Completed	Guaranteed	Presented	Taught
Conceived	Guided	Prioritized	Tested
Conducted	Handled	Processed	Trained
Constructed	Headed	Produced	Transformed
Consulted	Identified	Programmed	Translated
Contracted	Illustrated	Projected	Tutored
Contributed	Implemented	Promoted	Unified
Contrived	Improved	Proofread	Updated
Controlled	Increased	Proposed	Utilized
Cooperated	Influenced	Proved	Verified
Coordinated	Initiated	Provided	Volunteered
Corresponded	Inspected	Published	Widened
Counseled	Inspired	Raised	Worked
Created	Instituted	Received	Wrote
Decided	Instructed	Recommended	