  **Action Verb**

*“Connecting Curriculum and Career”*

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