

ADVERTISING AND PROMOTION:

Accounted for
Convinced
Forecasted
Marketed

Improved
Influenced
Launched

Persuaded
Promoted
Recommended

Represented
Secured
Sold

COMMUNICATIONS:

Approved
Counseled
Demonstrated
Disseminated

Edited
Facilitated
Instructed
Interviewed

Moderated
Participated
Presented

Presided
Served as
Wrote

CREATIVITY:

Arranged
Built
Conceived
Created
Cut
Designed
Developed
Structured

Devised
Enabled
Enhanced
Formulated
Founded
Innovated
Installed
Unraveled

Introduced
Invented
Launched
Originated
Packaged
Planned
Refined
Reshaped

Resolved
Set Up
Simplified
Solved
Sparked
Spear-headed
Started

MANAGEMENT:

Administered
Attained
Budgeted
Conducted
Consolidated
Contracted
Controlled
Coordinated
Delegated
Directed
Enacted

Established
Exceeded
Executed
Expanded
Headed
Implemented
Incorporated
Initiated
Instituted
Led
Maintained

Managed
Master-mined
Obtained
Operated
Organized
Performed
Produced
Purchased
Reduced
Repositioned
Traded

Retained
Revised
Serviced
Strengthened
Supervised
Trimmed
Turned Around
Undertook
Responsible for
Unified
Worked

VOCABULARY OF ACTION VERBS (Some of the stronger verbs are highlighted)

NEGOTIATIONS:

Assured

Evaluated

Negotiated

Withdrew

Closed
Determined

Investigated
Mediated

Proposed
Sorted

Won

PUBLIC RELATIONS AND HUMAN RESOURCES:

Advised
Balanced
Collaborated
Consulted
Counseled
Employed

Facilitated
Grouped
Guided
Handled
Hired
Integrated

Monitored
Motivated
Promoted
Recruited
Sponsored

Strengthened
Staffed
Terminated
Trained
Transferred

RESEARCH AND ANALYSIS:

Automated
Classified
Determined
Developed
Differentiated

Equated
Experimented
Forecasted
Investigated
Related

Researched
Searched
Solved
Synthesized

Theorized
Traced
Tracked
Translated

RESOURCEFULNESS:

Accelerated
Accomplished
Awarded
Converted
Corrected
Delivered
Diverted

Doubled
Eliminated
Earned
Identified
Improved
Pioneered
Provided

Rectified
Solved
Streamlined
Strengthened
Stretched
Succeeded

Superseded
Surpassed
Transformed
Tripled
Uncovered
Vacated

TECHNIQUE AND AUTHORITY:

Achieved
Analyzed
Arranged
Budgeted
Catalogued
Compared
Compiled
Completed
Computed

Decreased
Distributed
Enlarged
Examined
Expanded
Generated
Improvised
Increased
Indexed

Leveraged
Processed
Programmed
Redesigned
Reorganized
Restructured
Reviewed
Revised
Scheduled

Single-handedly
Stressed
Summarized
Synthesized
Systematized
Utilized
Verified
Widened