

## Action-Oriented Verbs

Achieved	Generated	Purchased
Acquired	Grew	Qualified
Acted	Guided	Raised
Advised	Hired	Realigned
Analyzed	Identified	Received
Approved	Implemented	Recommended
Assessed	Improved	Recovered
Averted	Increased	Recruited
Awarded	Influenced	Redesigned
Bought	Initiated	Reduced
Built	Innovated	Refinanced
Centralized	Instituted	Regulated
Championed	Integrated	Reorganized
Coached	Invented	Represented
Collaborated	Invested	Researched
Compiled	Launched	Resolved
Completed	Led	Restructured
Composed	Leveraged	Revamped
Conceptualized	Liquidated	Reversed
Conducted	Maintained	Reviewed
Constructed	Managed	Revised
Consulted	Measured	Saved
Contributed	Merged	Secured
Converted	Minimized	Selected
Created	Modeled	Set-up
Defined	Monitored	Signed
Delivered	Motivated	Sold
Designed	Navigated	Solved
Determined	Negotiated	Stabilized
Developed	Obtained	Standardized
Devised	Opened	Streamlined
Directed	Operated	Strengthened
Drove	Optimized	Structured
Earned	Orchestrated	Summarized
Enabled	Organized	Supervised
Encouraged	Originated	Tailored
Enhanced	Oversaw	Tracked
Enlisted	Participated	Traded
Ensured	Partnered	Trained
Established	Performed	Transferred
Evaluated	Persuaded	Traveled
Exceeded	Pioneered	Uncovered
Executed	Planned	Updated
Expanded	Positioned	Upgraded
Facilitated	Prepared	Utilized
Financed	Presented	Verified
Fostered	Produced	Worked
Founded	Promoted	Wrote
Funded	Published	Yielded