

Action verbs to begin an effective bullet/action statement

(Watch overuse of a word)

Absorbed	Converted	Facilitated	Interpreted	Organized	Responded	Trained
Achieved	Conveyed	Fed	Interviewed	Overhauled	Restored	Transacted
Acted	Coordinated	Finalized	Introduced	Oversaw	Restructured	Transferred
Added	Corrected	Financed	Invented	Outlined	Retrieved	Translated
Administered	Corresponded	Fired	Invested		Revamped	Transported
Advised	Counseled	Folded	Investigated	Packed	Reviewed	Treated
Analyzed	Created	Fostered		Patrolled	Revised	Typed
Applied	Cut back on	Found	Judged	Persuaded		
Appraised		Founded		Photocopied	Selected	Uncovered
Approved	Dealt with	Furnished	Launched	Picked out	Served	Undertook
Arranged	Decided	Generated	Learned	Planned	Serviced	Unified
Assembled	Defined	Governed	Lectured	Posted	Set up	Updated
Assisted	Delivered	Guaranteed	Led	Prepared	Shipped	Upgraded
Attended	Demonstrated	Guided	Liquidated	Prescribed	showed	Used
Balanced	Designed		Listed	Processed	Simplified	
Brought	Determined	Handled	Located	Produced	Sold	Verbalized
Budgeted	Diagnosed	Headed	Logged	Programmed	Solved	Verified
Built	Directed	Helped	Lowered	Published	Sorted	
	Discovered	Hired		Purchased	Staffed	Weighted
Carried	Diverted	Hypothesized	Maintained		Standardized	Withstood
Centralized	Distributed		Managed	Qualified	Started	Worked
Changed	Drove	Identified	Measured	Questioned	Strengthened	Wrote
Checked	Duplicated	Illustrated	Merged		Studied	
Clarified		Implemented	Minimized	Raised	Supplied	
Cleaned	Edited	Improved	Modernized	Read	Supported	
Coached	Encouraged	Improvised	Modified	Realized	supervised	
Collated	Enlisted	Increased	Motivated	Received	Systematized	
Collaborated	Established	Influenced		Recorded		
Compared	Equipped	Informed	Negotiated	Recruited	Tabulated	
Compiled	Ensured	Initiated	Notified	Reduced	Tailored	
Completed	Evaluated	Innovated	Numbered	Refined	Tape-recorded	
Composed	Exacted	Inspected		Related	Taught	
Computed	Examined	Installed	Observed	Reorganized	Tended	
Conceived	Expanded	Instituted	Obtained	Reported	Told	
Condensed	Expedited	Instructed	Opened	Represented	Totaled	
Controlled	Experimented	Integrated	Operated	Researched	Tracked	