**Achievement verbs**

Describe your accomplishments/results using action verbs. Review these sample verbs and select those that apply to you.

* accelerated
* accentuated
* accomplished
* achieved
* adapted
* added
* addressed
* adjusted
* advanced
* advocated
* aligned
* altered
* appointed
* approved
* augmented
* balanced
* broadened
* brought
* built
* capitalized
* captured
* chaired
* championed
* changed
* clarified
* closed
* commended
* completed
* conceived
* conceptualized
* conserved
* consolidated
* continued
* converted
* corrected
* created
* curtailed
* cut
* deciphered
* declined
* decreased
* defined
* delivered
* designated
* designed
* developed
* devised
* diagnosed
* differentiated
* directed
* discovered
* dispatched
* disposed
* distinguished
* diversified
* diverted
* doubled
* drove
* earned
* effected
* elected
* eliminated
* empowered
* energized
* enforced
* enhanced
* enlarged
* ensured
* established
* exceeded
* executed
* expanded
* expedited
* exposed
* facilitated
* finalized
* fixed
* forged
* formalized
* formed
* formulated
* fostered
* founded
* gained
* generated
* governed
* graduated
* halted
* hand-picked
* headed
* impacted
* implemented
* improved
* increased
* influenced
* initiated
* innovated
* instituted
* integrated
* intensified
* introduced
* invented
* invited
* justified
* launched
* led
* leveraged
* liquidated
* lowered
* maintained
* managed
* mastered
* masterminded
* maximized
* merged
* minimized
* modernized
* modified
* nominated
* normalized
* obtained
* offered
* opened
* optimized
* orchestrated
* originated
* overcame
* overhauled
* oversaw
* perfected
* performed
* persuaded
* piloted
* pinpointed
* pioneered
* positioned
* prevented
* prioritized
* produced
* profited
* progressed
* projected
* promoted
* propelled
* proposed
* proved
* raised
* ranked
* ratified
* realigned
* rebuilt
* recaptured
* received
* recognized
* recommended
* reconciled
* recorded
* redesigned
* reduced
* reengineered
* refined
* regained
* regulated
* rehabilitated
* reinforced
* rejuvenated
* released
* remedied
* remodelled
* renegotiated
* renewed
* renovated
* reorganized
* repaired
* repositioned
* represented
* resolved
* restored
* restructured
* retained
* retrieved
* revamped
* reversed
* revised
* revitalized
* satisfied
* saved
* secured
* separated
* shaped
* shepherded
* simplified
* slashed
* solidified
* solved
* sparked
* spearheaded
* standardized
* started
* steered
* stimulated
* streamlined
* strengthened
* succeeded
* surpassed
* terminated
* transferred
* transformed
* transitioned
* trimmed
* tripled
* troubleshot
* turned
* uncovered
* unified
* united
* updated
* upgraded
* validated
* verified
* widened
* won
* yielded

**Skill verbs**

Describe your skills using action verbs. Review these sample verbs and select those that apply to you.

* acquired
* acted
* adjudicated
* adjusted
* administered
* advertised
* advised
* advocated
* allocated
* analyzed
* anchored
* answered
* applied
* appointed
* appraised
* approved
* arbitrated
* arranged
* articulated
* ascertained
* assembled
* assessed
* assigned
* associated
* audited
* authenticated
* authored
* authorized
* balanced
* began
* bestowed
* brainstormed
* briefed
* budgeted
* built
* calculated
* calibrated
* capitalized
* captured
* catalogued
* compared
* compelled
* compiled
* completed
* composed
* computed
* conceived
* conceptualized
* concluded
* condensed
* conducted
* configured
* conserved
* consolidated
* constructed
* consulted
* contracted
* contrasted
* contributed
* controlled
* converted
* conveyed
* cooperated
* coordinated
* corrected
* corresponded
* counselled
* crafted
* created
* critiqued
* customized
* debugged
* decided
* deciphered
* defined
* delegated
* demonstrated
* deployed
* derived
* described
* designed
* detailed
* detected
* determined
* developed
* devised
* diagnosed
* differentiated
* directed
* discerned
* discovered
* dispensed
* displayed
* dissected
* distinguished
* distributed
* diversified
* diverted
* documented
* drafted
* drew
* drove
* edited
* educated
* elected
* emphasized
* empowered
* enabled
* enacted
* encouraged
* endorsed
* energized
* enforced
* engineered
* enlisted
* enlivened
* entertained
* equalized
* estimated
* evaluated
* examined
* executed
* exhibited
* exhorted
* experimented
* explained
* explored
* exported
* expressed
* extracted
* extricated
* fabricated
* facilitated
* familiarized
* filed
* finalized
* financed
* fixed
* forecasted
* forged
* formalized
* formed
* formulated
* fortified
* fostered
* generated
* governed
* graduated
* guided
* halted
* handled
* headed
* hired
* honoured
* hosted
* hypothesized
* identified
* illustrated
* imagined
* imported
* improvised
* incorporated
* influenced
* informed
* initiated
* inspected
* inspired
* installed
* instilled
* instructed
* integrated
* interpreted
* intervened
* interviewed
* invented
* inventoried
* investigated
* itemized
* joined
* judged
* justified
* launched
* learned
* lectured
* led
* leveraged
* liaised
* licensed
* listed
* listened
* located
* logged
* lowered
* maintained
* managed
* manipulated
* manufactured
* mapped
* marked
* marketed
* measured
* mediated
* mentored
* merged
* modelled
* moderated
* modified
* monetized
* monitored
* motivated
* narrated
* navigated
* negotiated
* networked
* nominated
* normalized
* observed
* offered
* officiated
* operated
* orchestrated
* ordered
* organized
* oriented
* outlined
* outsourced
* oversaw
* participated
* partnered
* perceived
* performed
* persuaded
* photographed
* piloted
* pinpointed
* pioneered
* planned
* positioned
* predicted
* prepared
* prescribed
* presented
* presided
* prioritized
* processed
* procured
* produced
* programmed
* progressed
* projected
* promoted
* proofread
* propelled
* proposed
* prospected
* protected
* proved
* provided
* publicized
* published
* purchased
* qualified
* quantified
* questioned
* raised
* rated
* ratified
* realigned
* rebuilt
* recaptured
* received
* recognized
* recommended
* reconciled
* recorded
* recruited
* rectified
* redesigned
* reengineered
* referred
* refined
* registered
* regulated
* rehabilitated
* reinforced
* remodelled
* rendered
* renegotiated
* renewed
* renovated
* reorganized
* repaired
* replaced
* reported
* repositioned
* represented
* researched
* reserved
* resolved
* responded
* restored
* restructured
* retained
* retrieved
* reviewed
* revised
* routed
* scheduled
* screened
* searched
* secured
* selected
* separated
* served
* serviced
* shared
* shepherded
* sketched
* solicited
* solidified
* solved
* spearheaded
* specialized
* specified
* spoke
* standardized
* steered
* stimulated
* structured
* studied
* submitted
* substantiated
* suggested
* summarized
* supervised
* supplemented
* supplied
* supported
* synthesized
* systematized
* tabulated
* targeted
* taught
* tended
* terminated
* tested
* traced
* transcribed
* transferred
* translated
* transmitted
* travelled
* treated
* trimmed
* troubleshot
* tutored
* uncovered
* updated
* upgraded
* used
* utilized
* validated
* verbalized
* viewed
* visualized
* weighed
* welded
* widened
* worked
* wrote
* wrote