

STRONG VERBS

Use strong verbs to really sell yourself; we've put together an extensive list to help you.

accomplished	achieved	adapted	addressed	administered	advanced
advised	analysed	appraised	approved	arranged	assigned
assisted	attained	audited	balanced	budgeted	built
calculated	chaired	clarified	classified	coached	collected
compiled	completed	conducted	consolidated	contracted	contributed
controlled	coordinated	corresponded	counselled	created	decreased
delegated	demonstrated	designed	developed	devised	diagnosed
directed	diversified	drafted	edited	educated	enabled
encouraged	established	evaluated	examined	expanded	expedited
explained	extracted	facilitated	fashioned	focused	forecast
founded	generated	guided	identified	illustrated	implemented
improved	increased	influenced	initiated	innovated	instigated
instructed	integrated	interpreted	interviewed	introduced	invented
launched	lectured	led	maintained	managed	marketed
mediated	moderated	monitored	motivated	negotiated	operated
organized	overhauled	performed	persuaded	planned	prepared
presented	prioritized	processed	produced	projected	promoted
provided	published	purchased	recommended	reconciled	recorded
recruited	reduced	regulated	remodelled	repaired	represented
researched	restored	restructured	revitalized	saved	scheduled
screened	shaped	solidified	solved	streamlined	strengthened
summarized	supervised	surveyed	systemized	taught	trained
translated	travelled	upgraded	validated	visualized	verified