

## Action verbs to demonstrate your ACCOMPLISHMENTS:

Accelerated	Effected	Innovated	Reduced
Achieved	Eliminated	Introduced	Resolved
Attained	Expanded	Invented	Revitalized
Completed	Expedited	Launched	Spearheaded
Conceived	Founded	Mastered	Strengthened
Convinced	Improved	Overcame	Transformed
Discovered	Increased	Overhauled	Upgraded
Doubled	Initiated	Pioneered	Tripled

### Examples:

- Tripled student engagement from 5 participants to 15+ per event through the implementation of new marketing strategies focused on advertising each event in buildings on campus, improving our social media presence, and verbal outreach.
- Introduced a new website to showcase our organization's upcoming events and accomplishments, which achieved an 80% increase in engagement.
- Expanded community outreach program using targeted campaigns to drive a 60% increase in new partnerships.

## Action verbs to demonstrate your PROBLEM-SOLVING skills:

Arranged	Improved	Processed	Revised
Budgeted	Investigated	Produced	Scheduled
Composed	Itemized	Redesigned	Simplified
Conceived	Modernized	Reduced	Solved
Conducted	Operated	Refined	Streamlined
Controlled	Organized	Researched	Transformed
Co-ordinated	Planned	Resolved	Examined
Eliminated	Prepared	Reviewed	Revamped

### Examples:

- Facilitated continuous interaction between users and teams, resulting in a 95% testing success rate.
- Resolved hundreds of client escalations, leading to a 40% increase in client retention.
- Coordinated and led company-wide environmental initiative, which attracted over 50 employees to contribute to the initiative.

## Action verbs to demonstrate your **COMMUNICATION** skills:

Addressed	Demonstrated	Instructed	Promoted
Advised	Directed	Lectured	Proposed
Arranged	Drafted	Led	Publicized
Authored	Enlisted	Liaised	Recommended
Co-authored	Facilitated	Mediated	Reconciled
Co-ordinated	Formulated	Moderated	Recruited
Communicated	Guided	Motivated	Resolved
Corresponded	Influenced	Negotiated	Taught
Counselled	Interpreted	Persuaded	Trained
Developed	Interviewed	Presented	Translated

### Examples:

- Liaised with our marketing department to drive email and social media advertising efforts, using predictive modeling and clustering, resulting in a 35% increase in student and community engagement.
- Proposed new marketing initiative, focused on digital campaigns, that generated a 25% increase in sponsorships and donations.
- Facilitated student mentoring program, which increased freshman retention by a rate of 20%.

## Action verbs to demonstrate your **DESIGN & CREATIVE** skills:

Acted	Directed	Integrated	Set up
Conceptualized	Redesigned	Performed	Shaped
Created	Established	Planned	Streamlined
Customized	Fashioned	Proved	Structured
Designed	Illustrated	Revised	Tabulated
Developed	Instituted	Revitalized	Validated

### Examples:

- Designed new user interface for The Nest spirit shop's online store, which led to a 50% higher click-through rate.
- Created a line of smartphone accessories in a team of 5 and sold \$10,000 in accessories in the first year.

## Action verbs to demonstrate your **ENTREPRENEURIAL** skills:

Composed	Established	Introduced	Planned
Conceived	Founded	Launched	Prepared
Created	Generated	Led	Produced
Designed	Implemented	Opened	Promoted
Developed	Initiated	Originated	Started
Devised	Instituted	Pioneered	Released

### Examples:

- Developed a travel and lifestyle blog generating 100+ unique users per month in addition to a weekly newsletter with 500+ subscribers.
- Founded a tech startup for online education that has partnered with 50 campuses in the first year of business.
- Developed and executed a long-term business plan, which grew our customer base by 200% over 5 years.

## Action verbs to demonstrate your **MANAGEMENT** skills:

Administered	Co-ordinated	Organized	Reviewed
Analyzed	Delegated	Planned	Scheduled
Assigned	Developed	Prioritized	Supervised
Chaired	Directed	Produced	Managed
Consolidated	Evaluated	Recommended	Guided
Contracted	Executed	Reorganized	

### Examples:

- Created a five-year transformation strategy covering marketing and product initiatives that was approved by the Board of Directors and achieved 10% growth.
- Managed the opening of a new store that generated \$10,000+ in profits during its first quarter.
- Chaired the customer service committee and raised standards of service to improve customer ratings by 80%.

## Action verbs to demonstrate you are **DETAIL-ORIENTED**:

Approved	Dispatched	Operated	Recorded
Arranged	Executed	Ordered	Retrieved
Catalogued	Generated	Organized	Screened
Classified	Implemented	Prepared	Specified
Collected	Inspected	Processed	Systemized
Compiled	Monitored	Purchased	

### Examples:

- Created a knowledge base of 30+ campus resources, improving new student onboarding and reducing barriers for support.
- Organized and digitized attorney case files to make them searchable, which saved at least 20 hours per week for the firm.
- Monitored inventory of needed supplies and ensured no shortages, which resulted in no supply shortages compared to 6 shortages the previous year.

## Action verbs to demonstrate your **FINANCIAL** skills:

Administered	Audited	Computed	Projected
Allocated	Balanced	Developed	Researched
Analyzed	Budgeted	Managed	Restructured
Appraised	Calculated	Planned	Modeled

### Examples:

- Generated Excel models which produced risk-weighted composite valuation scores based on 10+ quantitative signals.
- Audited company spending over a 1-year period, which reduced unnecessary expenses by more than 20% per year.
- Modeled projected growth over 5 years and recommended a new marketing strategy that grew business by 300%.

## Action verbs to demonstrate your **PROCESS IMPROVEMENT** skills:

Combined	Eliminated	Reduced	Solved
Consolidated	Expanded	Refined	Streamlined
Converted	Improved	Reorganized	Strengthened
Cut	Increased	Resolved	Transformed
Decreased	Innovated	Restructured	Trimmed
Developed	Minimized	Revised	Unified
Devised	Modernized	Saved	Widened
Doubled	Recommended	Serviced	Broadened
Tripled	Redesigned	Simplified	Revamped

### Examples:

- Optimized financial reporting process by upgrading accounting system to a more robust solution, which doubled process efficiency and reduced errors by 25%.
- Redesigned protocol for handling workplace sexual harassment incidents and improved employee satisfaction ratings by 60%.
- Streamlined assembly line process, leading to a 60% increase in worker efficiency.

## Action verbs to demonstrate your **RESEARCH & ANALYSIS** skills:

Analyzed	Forecasted	Interpreted	Extracted
Assessed	Identified	Verified	Inspected
Classified	Interviewed	Uncovered	Inspired
Collated	Investigated	Clarified	Organized
Defined	Researched	Collected	Reviewed
Devised	Tested	Critiqued	Summarized
Established	Traced	Diagnosed	Surveyed
Evaluated	Designed	Examined	Systemized

### Examples:

- Implemented a crash reporter and used findings to fix three biggest causes of crashes, which reduced customer support calls by 30%.
- Collected data on user experience and made improvements to software that increased usage by 70%.
- Investigated major security breaches in network and set up a new firewall with 99% efficacy in blocking future breaches.

## Action verbs to demonstrate your LEADERSHIP & MENTORSHIP skills:

Advised	Trained	Clarified	Adapted
Coached	Mentored	Counseled	Coordinated
Conducted	Spearheaded	Diagnosed	Developed
Directed	Authored	Educated	Enabled
Guided	Accelerated	Facilitated	Encouraged
Demonstrated	Achieved	Familiarized	Evaluated
Illustrated	Allocated	Motivated	Explained
Led	Completed	Referred	Informed
Managed	Awarded	Rehabilitated	Instructed
Organized	Persuaded	Reinforced	Lectured
Performed	Revamped	Represented	Stimulated
Presented	Influenced	Moderated	
Taught	Assessed	Verified	

## Examples:

- Organized a 3-day big data conference with 150+ attendees; curated agenda, promoted event, secured attendance, coordinated event logistics, and liaised with speakers and sponsors.
- Led training and peer-mentoring programs for the incoming class of freshmen and maintained a training program to reduce onboarding time for new students by 25%.
- Facilitated workshops on team building and cooperation, which improved student-athlete classroom productivity by 50%.