Describe your accomplishments using brief statement. Each statement should include action words. **Example:** “HTML Programming experience.” say “Created client websites using HTML programming.”

Always be sure to maintain the proper tense when describing past and present jobs.

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| --- |
| Abstracted |
| Accepted |
| Achieved |
| Acquired |
| Acted |
| Adapted |
| Addressed |
| Administered |
| Advised |
| Allocated |
| Analyzed |
| Anticipated |
| Applied |
| Appraised |
| Arranged |
| Assembled |
| Assert |
| Assessed |
| Assisted |
| Attained |
| Audited |
| Budgeted |
| Built |
| Calculated |
| Classified |
| Coached |
| Collected |
| Communicated |
| Compiled |
| Composed |
| Computed |
| Conceptualized |
| Conducted |
| Confronted |
| Consolidated |
| Constructed |
| Consulted |
| Cooperated |
| Coordinated |
| Corresponded |
| Counseled |
| Counted |
| Created |
| Critiqued |
| Enter  Decided |
| Decorated |
| Defined |
| Delegated |
| Designed |
| Detected |
| Determined |
| Developed |
| Devised |
| Diagnosed |
| Directed |
| Discovered |
| Displayed |
| Drew |
| Earned |
| Edit |
| Edited |
| Eliminated |
| Empower |
| Empowered |
| Endure |
| Enforced |
| Entertain |
| Entertained |
| Established |
| Estimate |
| Estimated |
| Evaluated |
| Evaluating |
| Examine |
| Examine |
| Examined |
| Expanded |
| Experimented |
| Explain |
| Explained |
| Financed |
| Fixed |
| Formulated |
| Gathered |
| Generated |
| Greet |
| Greeted |
| Grossed |
| Group  Facilitate |
| Guided |
| Handled |
| Hire/Fire |
| Hired/Fired |
| Hypothesized |
| Identified |
| Illustrate |
| Illustrated |
| Implemented |
| Improved |
| Increased |
| Initiate |
| Initiated |
| Inspect |
| Inspected |
| Install |
| Installed |
| Instituted |
| Instructed |
| Interpret |
| Interpreted |
| Interview |
| Interviewed |
| Invent |
| Invented |
| Inventory |
| Investigate |
| Investigated |
| Lectured |
| Listened |
| Locate |
| Located |
| Maintain |
| Maintained |
| Managed |
| Manipulate |
| Marketed |
| Mediate |
| Modeled |
| Monitored |
| Motivated |
| Negotiate |
| Negotiated |
| Network |
| Observe |
| Obtain |
| Operate |
| Operated |
| Ordered |
| Organized |
| Oversaw |
| Persuade |
| Persuaded |
| Photographed |
| Plan |
| Planned |
| Prepare |
| Prepared |
| Preserve |
| Printed |
| Prioritize |
| Processed |
| Produced |
| Projected |
| Proofread |
| Provided |
| Publicized |
| Purchased |
| Question |
| Read |
| Reason |
| Recommended |
| Reconciled |
| Record |
| Recorded |
| Recruit |
| Referred |
| Refined |
| Rehabilitate |
| Remember |
| Repaired |
| Represented |
| Researched |
| Resolved |
| Responded |
| Retrieved |
| Review |
| Run |
| Scheduled |
| Selected |
| Sell |
| Sketch |
| Sorted |
| Speak |
| Studied |
| Styled |
| Summarized |
| Supervise |
| Supervised |
| Support |
| Surveyed |
| Teach |
| Test |
| Tested |
| Train |
| Trained |
| Transcribed |
| Traveled |
| Troubleshoot |
| Tutored |
| Upgraded |
| Utilized |
| Wrote |

