

## Telling Your Story Action Verbs

<i>Teaching and Helping</i>	<i>Organization and Planning</i>	<i>Critical Thinking and Problem Solving</i>	<i>Leadership and Management</i>
Accommodated	Acquired	Accelerated	Aligned
Advised	Activated	Achieved	Cultivated
Advocated	Adjusted	Advanced	Directed
Aided	Allocated	Amplified	Enabled
Alleviated	Altered	Boosted	Facilitated
Arbitrated	Appointed	Capitalized	Fostered
Assessed	Arranged	Centralized	Guided
Assisted	Assembled	Clarified	Enabled
Assured	Assessed	Conserved	Facilitated
Bolstered	Assigned	Consolidated	Fostered
Clarified	Authorized	Converted	Guided
Coached	Cataloged	Customized	Hired
Consulted	Centralized	Deducted	Inspired
Continued	Classified	Delivered	Mentored
Cooperated	Collected	Diagnosed	Mobilized
Counseled	Committed	Enhanced	Motivated
Dealt	Confirmed	Exercised	Recruited
Eased	Contracted	Expanded	Regulated
Educated	Coordinated	Expedited	Shaped
Elevated	Customized	Furthered	Supervised
Enabled	Delegated	Gained	Taught
Endorsed	Designated	Generated	Trained
Enhanced	Designed	Improved	Unified
Enriched	Dispatched	Influenced	United
Familiarized	Established	Integrated	Enlisted
Fielded	Facilitated	Lessened	Influenced
Helped	Housed	Lifted	Assessed
Informed	Implemented	Maximized	Managed
Interceded	Incorporated	Merged	Organized
Mobilized	Instituted	Modified	Authorized
Modeled	Issued	Overhauled	Blocked
Polished	Linked	Reconciled	Delegated
Prescribed	Logged	Redesigned	Dispatched
Protected	Mapped Out	Reduced	Enforced
Referred	Obtained	Refined	Ensured
Rehabilitated	Ordered	Refocused	Inspected
Relieved	Organized	Remodeled	Itemized
Rescued	Procured	Reorganized	Monitored
Resolved	Recruited	Replaced	Screened
Returned	Rectified	Restructured	Verified
Saved	Retrieved	Revamped	Scrutinized
Served	Routed	Revitalized	
Sustained	Scheduled	Simplified	
Tutored	Selected	Standardized	
Validated	Secured	Streamlined	
Trained	Simplified	Strengthened	
Adapted	Sought	Sustained	
Guided	Straightened	Updated	
	Suggested	Upgraded	
	Tracked	Yielded	

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<i>Professionalism and Work Ethic</i>	<i>Oral and Written Communication</i>	<i>Teamwork and Collaboration</i>	<i>Creative and Entrepreneurial</i>
Accelerated	Addressed	Acquired	Administered
Accomplished	Arbitrated	Built	Built
Achieved	Authored	Forged	Charted
Acquired	Briefed	Managed	Created
Advanced	Campaigned	Navigated	Designed
Bolstered	Co-authored	Negotiated	Developed
Boosted	Composed	Partnered	Devised
Built	Conveyed	Secured	Engineered
Coordinated	Convinced	Collaborated	Established
Created	Corresponded	Enlisted	Formalized
Dedicated	Counseled	Mediated	Formed
Demonstrated	Critiqued	Assisted	Formulated
Enriched	Defined	Contributed	Founded
Established	Developed	Participated	Implemented
Expanded	Documented	Cooperated	Incorporated
Expedited	Drafted		Initiated
Implemented	Edited		Instituted
Improved	Formulated		Introduced
Increased	Illustrated		Launched
Initiated	Interpreted		Pioneered
Innovated	Lectured		Spearheaded
Inspired	Lobbied		Performed
Introduced	Moderated		Planned
Launched	Persuaded		Revitalized
Minimized	Promoted		Shaped
Mobilized	Publicized		
Modernized	Reviewed		
Modified	Spoke		
Multiplied	Translated		
Overhauled			
Revamped			
Revised			
Spearheaded			
Stimulated			
Suggested			
Updated			
Upgraded			
Pioneered			

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<i>Accomplishments</i>	<i>Research</i>	<i>Technical</i>
Attained	Analyzed	Assembled
Awarded	Assembled	Built
Completed	Assessed	Calculated
Demonstrated	Audited	Computed
Earned	Calculated	Designed
Exceeded	Discovered	Devised
Outperformed	Evaluated	Engineered
Reached	Examined	Fabricated
Showcased	Explored	Maintained
Succeeded	Forecasted	Operated
Surpassed	Identified	Overhauled
Targeted	Interpreted	Programmed
	Investigated	Remodeled
	Mapped	Repaired
	Measured	Solved
	Qualified	Upgraded
	Quantified	Modernized
	Surveyed	Launched
	Tested	
	Tracked	