

## Active verbs to describe your achievements

<b>Communication</b>	<b>Creative</b>	<b>Helping</b>	<b>Leadership</b>	<b>Organising</b>	<b>Financial</b>	<b>Research</b>	<b>Teaching</b>
Advertised	Acted	Adapted	Administered	Arranged	Administered	Analysed	Adapted
Arranged	Adapted	Advocated	Attained	Catalogued	Adjusted	Clarified	Advised
Articulated	Began	Aided	Consolidated	Categorised	Allocated	Collected	Assisted
Collaborated	Combined	Answered	Converted	Classified	Analysed	Compared	Clarified
Communicated	Composed	Arranged	Coordinated	Collected	Appraised	Conducted	Coached
Consulted	Conceptualised	Assessed	Decided	Compiled	Assessed	Critiqued	Communicated
Contacted	Condensed	Assisted	Delegated	Corresponded	Audited	Detected	Conducted
Convinced	Created	Clarified	Developed	Distributed	Balanced	Determined	Coordinated
Developed	Customised	Coached	Directed	Executed	Budgeted	Diagnosed	Critiqued
Directed	Designed	Collaborated	Enhanced	Generated	Calculated	Evaluated	Developed
Discussed	Developed	Contributed	Established	Incorporated	Computed	Examined	Enabled
Elicited	Directed	Cooperated	Generated	Inspected	Conserved	Experimented	Encouraged
Formulated	Displayed	Counselled	Improved	Maintained	Corrected	Explored	Evaluated
Incorporated	Established	Demonstrated	Incorporated	Monitored	Determined	Extracted	Facilitated
Interpreted	Formulated	Encouraged	Initiated	Operated	Estimated	Gathered	Focused
Involved	Founded	Ensured	Instituted	Ordered	Forecasted	Inspected	Guided
Marketed	Illustrated	Expedited	Led	Organised	Managed	Interviewed	Individualised
Mediated	Initiated	Facilitated	Managed	Prepared	Marketed	Invented	Informed
Negotiated	Instituted	Guided	Merged	Processed	Measured	Investigated	Instilled
Participated	Integrated	Helped	Motivated	Provided	Netted	Located	Instructed
Persuaded	Introduced	Insured	Organised	Purchased	Planned	Measured	Motivated
Promoted	Invented	Intervened	Planned	Recorded	Prepared	Organised	Oversaw
Proposed	Modelled	Motivated	Prioritised	Registered	Programmed	Researched	Presented
Published	Modified	Prevented	Produced	Responded	Projected	Reviewed	Persuaded
Reinforced	Originated	Provided	Restored	Reviewed	Qualified	Searched	Simulated
Resolved	Performed	Represented	Reviewed	Scheduled	Reconciled	Solved	Stimulated
Spoke	Planned	Resolved	Scheduled	Submitted	Reduced	Summarised	Supervised
Suggested	Revised	Simplified	Secured	Supplied	Researched	Surveyed	Tested
Summarised	Revitalised	Supplied	Selected	Standardised	Retrieved	Systematised	Trained
Synthesised	Shaped	Supported	Streamlined	Systemised	Validated	Tested	Transmitted
Wrote	Solved	Volunteered	Strengthened	Updated	Verified	Validated	Tutored