

## **ACTION WORDS TO START YOUR STAR STATEMENT**

<https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-standout>

<https://.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

## **POWERFUL PHRASES BASED ON JOB TASKS**

<https://career.colostate.edu/wp-content/uploads/2018/07/Resume-Power-Phrases.pdf>

<https://www.careereducation.columbia.edu/resources/resumes-impact-creating-strong-bullet-points>

## Describe Achievements with Action Verbs

Using action verbs will demonstrate to an employer that you acted and produced results. Always begin the descriptions of your experience with words from the list below and avoid writing in the passive voice with phrases such as "skills included" or "responsible for."

Action Verbs for Accomplishments			
Accelerate	Appoint	Budget	Collect
Accomplish	Arbitrate	Build	Collaborate
Achieve	Architect	Calculate	Command
Acquire	Arrange	Capture	Communicate
Adapt	Ascertain	Catalog	Compare
Address	Assemble	Champion	Compel
Advance	Assess	Chart	Compile
Advise	Assist	Clarify	Complete
Advocate	Author	Classify	Compute
Analyze	Authorize	Close	Conceive
Apply	Brief	Coach	Conclude
Conduct	Distribute	Expand	Inform
Conserve	Diversify	Expedite	Initiate
Consolidate	Divert	Experiment	Innovate
Construct	Document	Export	Inspect
Consult	Double	Facilitate	Inspire
Continue	Draft	Finalize	Install
Contract	Drive	Finance	Institute
Convert	Earn	Forge	Instruct
Coordinate	Edit	Form	Integrate
Correct	Educate	Formalize	Intensify
Counsel	Effect	Formulate	Interpret
Craft	Elect	Found	Interview
Create	Eliminate	Generate	Introduce
Critique	Emphasize	Govern	Invent
Decrease	Enact	Graduate	Inventory
Define	Encourage	Guide	Investigate
Delegate	Endure	Halt	Judge

Action Verbs for Accomplishments			
Deliver	Energize	Head	Justify
Demonstrate	Enforce	Hire	Launch
Deploy	Engineer	Honor	Lead
Design	Enhance	Hypothesize	Lecture
Detail	Enlist	Identify	License
Detect	Ensure	Illustrate	Listen
Determine	Establish	Imagine	Locate
Develop	Estimate	Implement	Maintain
Devise	Evaluate	Import	Manage
Direct	Examine	Improve	Manipulate
Discover	Exceed	Improvise	Manufacture
Dispense	Execute	Increase	Map
Display	Exhibit	Influence	Market
Mastermind	Pinpoint	Record	Serve
Measure	Pioneer	Recruit	Simplify
Mediate	Plan	Redesign	Sold
Mentor	Position	Reduce	Solidify
Model	Predict	Reengineer	Solve
Modify	Prepare	Regain	Specify
Monitor	Prescribe	Regulate	Speak
Motivate	Present	Rehabilitate	Standardize
Navigate	Preside	Reinforce	Stimulate
Negotiate	Process	Rejuvenate	Streamline
Nominate	Procure	Render	Structure
Normalize	Program	Renegotiate	Succeed
Observe	Progress	Reorganize	Suggest
Obtain	Project	Report	Summarize
Offer	Promote	Reposition	Supervise
Officiate	Propose	Represent	Supply
Operate	Prospect	Research	Support
Orchestrate	Provide	Resolve	Surpass

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Action Verbs for Accomplishments			
Perfect	Receive	Schedule	Train
Perform	Recognize	Secure	Transcribe
Persuade	Recommend	Select	Transfer
Pilot	Reconcile	Separate	Transform
Transition	Unite	Utilize	Write
Translate	Update	Verbalize	
Troubleshoot	Upgrade	Verify	
Unify	Use	Win	

### 5.9.8 Activity: Create Your Achievement Statements

Use the lines below to create the achievement statement for your targeted resume:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.