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/wpcontent/uploads/2018/07/Resume-Power-Phrases.pdf

https://www.careereducation.columbia.edu/resourses/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."

responsible for.				
	Action Verbs for A			
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	
		1 2	1	

	Action Verbs for A	ccomplishments	
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
	Estimate	Implement	Maintain
Develop	Evaluate	Import	Manage
Devise		Improve	Manipulate
Direct	Examine	* *	Manufacture
Discover	Exceed	Improvise	
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
			1

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

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:						
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