

ACTION WORDS	
Accurate	Implemented
Achieved	Improved
Active	Increased
Adaptable	Initiated
Administered	Initiative
Advised	Innovative
Analysed	Instructed
Arranged	Introduce
Assessed	Liased
Broadened	Managed
Budgeted	Managed
Calculated	Monitored
Completed	Motivated
Conducted	Multi-task
Confident	Negotiated
Contributed	Organised
Controlled	Persuaded
Co-ordinated	Planned
Created	Presented
Designed	Proactive
Developed	Pro-active
Devised	Promoted
Diagnosed	Recommended
Discovered	Reliable
Distributed	Represented
Driven	Researched
Energetic	Responsible
Established	Responsible for
Evaluated	Resulted
Examined	Revenue
Experience	Selected
Explained	Self –starter
Formulated	Shaped
Friendly	Sold
Generated	Solved
Growth	Strategic
Hard-working	Supervised
	Taught
	Tested
	Trained