

ACTION VERBS

SIUE CAREER DEVELOPMENT CENTER

Career
Development
Center

ACHIEVEMENT

Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Surpassed
Targeted

RESEARCH/ANALYZE

Analyzed
Assembled
Assessed
Audited
Calculated
Discovered
Evaluated
Examined
Explored
Forecasted
Identified
Interpreted
Investigated
Mapped
Measured
Qualified
Quantified
Surveyed
Tested
Tracked

COMMUNICATION

Authored
Briefed
Campaigned
Co-authored
Composed
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Defined
Documented
Edited
Illustrated
Lobbied
Persuaded
Promoted
Publicized
Reviewed

DEVELOPMENT, TEACH, SUPPORT

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Aligned
Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught
Trained

CHANGE/IMPROVEMENT

Centralized
Clarified
Converted
Customized
Influenced
Integrated
Merged
Modified
Overhauled
Redesigned
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Updated
Upgraded
Transformed

INITIATION/RESOURCEFULNESS

Acquired
Forged
Navigated
Negotiated
Partnered
Secured

LEADERSHIP

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Aligned
Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught
Trained
Unified
United

SERVICE
Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

TECHNICAL

Centralized
Clarified
Converted
Customized
Influenced
Integrated
Merged
Modified
Overhauled
Redesigned
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Updated
Upgraded
Transformed

EFFICIENCY

Accelerated
Achieved
Advanced
Amplified
Boosted
Capitalized
Delivered
Enhanced
Expanded
Expedited
Furthered
Gained
Generated
Improved
Lifted
Maximized
Outpaced
Stimulated
Sustained