

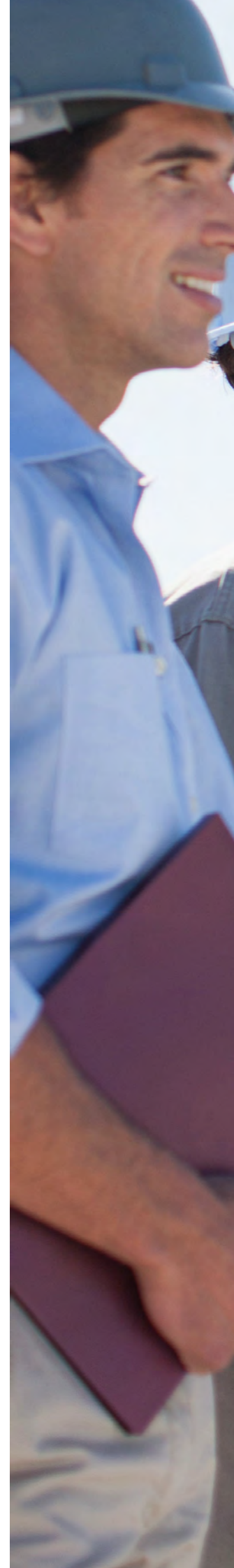


IMPROVE YOUR RESUME

use action verbs

We have put together some action verbs that you can use in your resume to replace the standard bullet points which often start with the same words 'responsible for' which makes for boring, repetitive reading.

You changed or approved something:	You were an effective researcher:	You increased efficiency:	You managed a team:
Centralised	Analysed	Accelerated	Cultivated
Clarified	Assembled	Achieved	Directed
Converted	Assessed	Advanced	Enabled
Customised	Audited	Amplified	Facilitated
Influenced	Calculated	Boosted	Fostered
Integrated	Discovered	Capitalised	Guided
Merged	Evaluated	Delivered	Hired
Modified	Examined	Enhanced	Inspired
Overhauled	Explored	Expanded	Mentored
Redesigned	Forecasted	Expedited	Mobilised
Refined	Identified	Furthered	Motivated
Refocused	Interpreted	Gained	Recruited
Rehabilitated	Investigated	Generated	Shaped
Re-modelled	Mapped	Improved	Supervised
Reorganised	Measured	Lifted	Taught
Replaced	Qualified	Maximised	Trained
Restructured	Quantified	Outpaced	Unified
Revamped	Surveyed	Stimulated	United
Revitalised	Tested	Sustained	
Simplified	Tracked		
Standardised			
Streamlined			
Strengthened			
Updated			
Upgraded			





You communicated or wrote something:	You conceived and introduced a new idea:	You oversaw or regulated something:	You saved time or money:
Authored	Formalised	Authorised	Conserved
Briefed	Formed	Blocked	Consolidated
Campaigned	Formulated	Delegated	Decreased
Co-authored	Implemented	Dispatched	Deducted
Composed	Incorporated	Enforced	Diagnosed
Conveyed	Initiated	Ensured	Lessened
Convinced	Instituted	Inspected	Reconciled
Corresponded	Introduced	Itemised	Reduced
Counselled	Launched	Monitored	Yielded
Critiqued	Pioneered	Screened	
Defined	Spearheaded	Scrutinised	
Documented		Verified	
Edited, Illustrated, Persuaded, Promoted, Publicised, Reviewed			

You led a project:	You achieved something:	You had a vision and brought it to life:	You supported customers:
Chaired	Attained	Administered	Advised
Controlled	Awarded	Built	Advocated
Coordinated	Completed	Charted	Arbitrated
Executed	Demonstrated	Created	Coached
Headed	Earned	Designed	Consulted
Operated	Exceeded	Developed	Educated
Orchestrated	Outperformed	Devised	Fielded
Organised	Reached	Founded	Informed
Oversaw	Showcased	Engineered	Resolved
Planned	Succeeded	Established	
Produced	Surpassed		
Programmed	Targeted		