Powerful Accomplishments Worksheet

Challenge	Action	Result ($$,%%,##)

Skills Used	Accomplishment Statement

Challenge	Action	Result ($$,%%,##)

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Action Verbs in Action

From http://www.quintcareers.com/action_verb_samples.html

Action Verbs in Action: Sample Resume Bullet Points that Kick Off with Powerful Verbs
by Katharine Hansen, Ph.D.
Action verbs form the heart of resume experience sections, with most bullet points in these sections ideally kicking off with powerful action verbs.

- Accelerated time-to-market for embedded software by 25 percent through use of appropriate software quality tools, improved debugging methods, and timely personnel training.
- Bolstered productivity and saved company approximately $10 million through playing key role in restructuring company; reengineered all financial processes and related systems; redesigned all related jobs, resulting in enriched staff development; reduced headcount from 1,500 to 1,000.
- Closed $15 million contract negotiation that accounted for 45 percent of company orders in 2009; generated more than 50 percent of total company revenue.
- Delivered annual revenue of $1.5B annually across Europe/Middle East/Africa, accounting for 20 percent more revenue and profit than comparable operation in North America delivered.
- Emphasize excellent customer service internally and externally; created new ways of communicating with customers that helped increase enrollment for various programs by 75 percent over past two years.
- Formulated basic strategy, prepared proposals fr company products and services and provided business leadership to program management.
- Founded consulting practice focusing on healthcare clientele requirements and delivering comprehensive management and business-development solutions to healthcare providers, suppliers, and group purchasing organizations.
- Gathered extensive competitive data, audited competitors' Web sites and positioning, conducted client interviews, clearly and concisely identified target market, developed flexible and cost-conscious marketing plan that employed various alternative resources, such as public-radio sponsorship, to reach target market.
- Honored with company special recognition award for outstanding performance for Reactor Center project; earned second outstanding performance award for partnering pilot program forming alliances with three internal and external organizations to maximize efficiencies, resulting in 25 percent increased productivity and subsequent rollout to all US operations.
- Instituted project-management policies and procedures to create PMO model to control projects, resulting in standardized system to define, categorize, and track projects.
- Integrated new Business Analyst team into organization, resulting in improved interaction between IT and its customers.
- Juggled multiple projects on tight deadlines covering numerous diverse areas.
- Leverage clients' competencies by providing a common vision and creating an energetic, inspired, and honest atmosphere.
- Minimized wasteful spending and ensured consistency among schools by partnering with Facilities Division and Purchasing Departments to develop standardized furniture and equipment package for all new schools.
- Negotiated multi-million dollar aircraft upgrade proposals for company products and services supporting United Kingdom AH-64 Apache fleet.
- Orchestrated decrease in sales expenses by 20 percent while increasing sales productivity by expanding alliance partner network; increased hardware revenue by 9 percent to $4B.
- Project-managed automated work centers, an $18M, state-of-the-art automated manufacturing facility for clinical trials manufacturing and R&D.
- Qualified new accounts and grew revenue within territory.
- Reinforced sales process implementation, focusing on step-by-step sales process, opportunity management, territory management, account management, sales strategy/target account selling, and development of business partner network.
- Specialized in Change Leadership consulting for a client list that included GenonSys, California Division of Wildlife, California Department of Motor Vehicles, Boeing Aircraft Corporation, Napa Valley Hospital, and more.
- Tested management facilitation and project-management support for six business units simultaneously, as well as testing more than 57 applications.
- Updated Employee Handbook; wrote and implemented policies and procedures for smooth business operations.
- Volunteered to take on name-change project for 100+-year-old organization and teamed up with CEO to help move project forward.
- Wrote arbitration briefs and responses to EEOC charges.

Action Verbs

Communication/People Skills

- ❑ Addressed
- ❑ Advertised
- ❑ Arbitrated
- ❑ Arranged
- ❑ Articulated
- ❑ Authored
- ❑ Clarified
- ❑ Collaborated
- ❑ Communicated
- ❑ Composed
- ❑ Condensed
- ❑ Conferred
- ❑ Consulted
- ❑ Contacted
- ❑ Conveyed
- ❑ Convinced
- ❑ Corresponded
- ❑ Debated
- ❑ Defined
- ❑ Developed
- ❑ Directed
- ❑ Discussed
- ❑ Drafted
- ❑ Edited
- ❑ Elicited
- ❑ Enlisted
- ❑ Explained
- ❑ Expressed
- ❑ Formulated
- ❑ Furnished
- ❑ Incorporated
- ❑ Influenced
- ❑ Interacted
- ❑ Interpreted
- ❑ Interviewed
- ❑ Involved
- ❑ Joined
- ❑ Judged
- ❑ Lectured
- ❑ Listened
- ❑ Marketed
- ❑ Mediated
- ❑ Moderated
- ❑ Negotiated
- ❑ Observed
- ❑ Outlined
- ❑ Participated
- ❑ Persuaded
- ❑ Presented
- ❑ Promoted
- ❑ Proposed
- ❑ Publicized
- ❑ Reconciled
- ❑ Recruited
- ❑ Referred
- ❑ Reinforced
- ❑ Reported
- ❑ Resolved
- ❑ Responded
- ❑ Solicited
- ❑ Specified
- ❑ Spoke
- ❑ Suggested
- ❑ Summarized
- ❑ Synthesized
- ❑ Translated
- ❑ Wrote

Creative Skills

- ❑ Acted
- ❑ Adapted
- ❑ Began
- ❑ Combined
- ❑ Composed
- ❑ Conceptualized
- ❑ Condensed
- ❑ Created
- ❑ Customized
- ❑ Designed
- ❑ Developed
- ❑ Directed
- ❑ Displayed
- ❑ Drew
- ❑ Entertained
- ❑ Established
- ❑ Fashioned
- ❑ Formulated
- ❑ Founded
- ❑ Illustrated
- ❑ Initiated
- ❑ Instituted
- ❑ Integrated
- ❑ Introduced
- ❑ Invented
- ❑ Modeled
- ❑ Modified
- ❑ Originated
- ❑ Performed
- ❑ Photographed
- ❑ Planned
- ❑ Revised
- ❑ Revitalized
- ❑ Shaped
- ❑ Solved

Data/Financial Skills

- ❑ Abstracted
- ❑ Administered
- ❑ Adjusted
- ❑ Allocated
- ❑ Analyzed
- ❑ Appraised
- ❑ Assessed
- ❑ Audited
- ❑ Balanced
- ❑ Briefed
- ❑ Budgeted
- ❑ Calculated
- ❑ Classified
- ❑ Compared
- ❑ Computed
- ❑ Conserved
- ❑ Correlated
- ❑ Corrected
- ❑ Critiqued
- ❑ Debated
- ❑ Defined
- ❑ Determined
- ❑ Developed
- ❑ Diagnosed
- ❑ Estimated
- ❑ Inspected
- ❑ Integrated
- ❑ Forecasted
- ❑ Managed
- ❑ Marketed
- ❑ Measured
- ❑ Netted
- ❑ Planned
- ❑ Prepared
- ❑ Programmed
- ❑ Projected
- ❑ Qualified
- ❑ Reconciled
- ❑ Reduced
- ❑ Researched
- ❑ Retrieved

Management/Leadership Skills

- ❑ Administered
- ❑ Analyzed
- ❑ Appointed
- ❑ Approved
- ❑ Assigned
- ❑ Attained
- ❑ Authorized
- ❑ Chaired
- ❑ Considered
- ❑ Consolidated
- ❑ Contracted
- ❑ Controlled
- ❑ Converted
- ❑ Coordinated
- ❑ Decided
- ❑ Delegated
- ❑ Developed
- ❑ Directed
- ❑ Eliminated
- ❑ Emphasized
- ❑ Enforced
- ❑ Enhanced
- ❑ Established
- ❑ Executed
- ❑ Generated
- ❑ Handled
- ❑ Headed
- ❑ Hired
- ❑ Hosted
- ❑ Improved
- ❑ Incorporated
- ❑ Increased
- ❑ Initiated
- ❑ Inspected
- ❑ Instituted
- ❑ Led
- ❑ Managed
- ❑ Merged
- ❑ Motivated
- ❑ Navigated
- ❑ Organized
- ❑ Originated
- ❑ Overhauled
- ❑ Oversaw
- ❑ Planned
- ❑ Presided
- ❑ Prioritized
- ❑ Produced
- ❑ Recommended
- ❑ Reorganized
- ❑ Replaced
- ❑ Restored
- ❑ Reviewed
- ❑ Scheduled
- ❑ Secured
- ❑ Selected
- ❑ Streamlined
- ❑ Strengthened
- ❑ Supervised
- ❑ Terminated

Action Verbs

Helping Skills

- ❑ Adapted
- ❑ Advocated
- ❑ Aided
- ❑ Answered
- ❑ Arranged
- ❑ Assessed
- ❑ Assisted
- ❑ Clarified
- ❑ Coached
- ❑ Collaborated
- ❑ Contributed
- ❑ Cooperated
- ❑ Counseled
- ❑ Demonstrated
- ❑ Diagnosed
- ❑ Educated
- ❑ Encouraged
- ❑ Ensured
- ❑ Expedited
- ❑ Facilitated
- ❑ Familiarized
- ❑ Furthered
- ❑ Guided
- ❑ Helped
- ❑ Insured
- ❑ Intervened
- ❑ Motivated
- ❑ Prevented
- ❑ Provided
- ❑ Referred
- ❑ Rehabilitated
- ❑ Represented
- ❑ Resolved
- ❑ Simplified
- ❑ Supplied
- ❑ Supported
- ❑ Volunteered

Organizational Skills

- ❑ Accumulated
- ❑ Approved
- ❑ Arranged
- ❑ Catalogued
- ❑ Categorized
- ❑ Charted
- ❑ Classified
- ❑ Coded
- ❑ Collected
- ❑ Compiled
- ❑ Corrected
- ❑ Corresponded
- ❑ Distributed
- ❑ Executed
- ❑ Filed
- ❑ Generated
- ❑ Incorporated
- ❑ Inspected
- ❑ Logged
- ❑ Maintained
- ❑ Monitored
- ❑ Obtained
- ❑ Operated
- ❑ Ordered
- ❑ Organized
- ❑ Prepared
- ❑ Processed
- ❑ Provided
- ❑ Purchased
- ❑ Recorded
- ❑ Registered
- ❑ Reserved
- ❑ Responded
- ❑ Reviewed
- ❑ Routed
- ❑ Scheduled
- ❑ Screened
- ❑ Submitted
- ❑ Supplied
- ❑ Standardized
- ❑ Systematized
- ❑ Updated
- ❑ Validated
- ❑ Verified

Research Skills

- ❑ Analyzed
- ❑ Clarified
- ❑ Collected
- ❑ Compared
- ❑ Conducted
- ❑ Critiqued
- ❑ Detected
- ❑ Determined
- ❑ Diagnosed
- ❑ Evaluated
- ❑ Examined
- ❑ Experimented
- ❑ Explored
- ❑ Extracted
- ❑ Formulated
- ❑ Gathered
- ❑ Inspected
- ❑ Interviewed
- ❑ Invented
- ❑ Investigated
- ❑ Located
- ❑ Measured
- ❑ Organized
- ❑ Researched
- ❑ Reviewed
- ❑ Searched
- ❑ Solved
- ❑ Summarized
- ❑ Surveyed
- ❑ Systematized
- ❑ Tested

Teaching Skills

- ❑ Adapted
- ❑ Advised
- ❑ Clarified
- ❑ Coached
- ❑ Communicated
- ❑ Conducted
- ❑ Coordinated
- ❑ Critiqued
- ❑ Developed
- ❑ Enabled
- ❑ Encouraged
- ❑ Evaluated
- ❑ Explained
- ❑ Facilitated
- ❑ Focused
- ❑ Guided
- ❑ Individualized
- ❑ Informed
- ❑ Instilled
- ❑ Instructed
- ❑ Motivated
- ❑ Persuaded
- ❑ Simulated
- ❑ Stimulated
- ❑ Taught
- ❑ Tested
- ❑ Trained
- ❑ Transmitted
- ❑ Tutored

Teaching Skills

- ❑ Adapted
- ❑ Applied
- ❑ Assembled
- ❑ Built
- ❑ Calculated
- ❑ Computed
- ❑ Conserved
- ❑ Constructed
- ❑ Converted
- ❑ Debugged
- ❑ Designed
- ❑ Determined
- ❑ Developed
- ❑ Engineered
- ❑ Fabricated
- ❑ Fortified
- ❑ Installed
- ❑ Maintained
- ❑ Operated
- ❑ Overhauled
- ❑ Printed
- ❑ Programmed
- ❑ Rectified
- ❑ Regulated
- ❑ Remodeled
- ❑ Repaired
- ❑ Replaced
- ❑ Restored
- ❑ Solved
- ❑ Specialized
- ❑ Standardized
- ❑ Studied
- ❑ Upgraded
- ❑ Utilized