



Accomplished	Coordinated	Examined	Navigated	Recommended
Administered	Corresponded	Expanded	Negotiated	Recorded
Advised	Counseled	Forecasted	Obtained	Reduced
Analyzed	Created	Formulated	Operated	Referred
Arranged	Criticized	Founded	Ordered	Rendered
Assembled	Delivered	Identified	Organized	Represented
Assisted	Designed	Implemented	Oversaw	Researched
Audited	Detected	Improved	Performed	Restored
Built	Determined	Increased	Planned	Reviewed
Calculated	Developed	Inspired	Prepared	Routed
Charted	Devised	Installed	Prescribed	Selected
Clarified	Diagnosed	Instituted	Presented	Served
Collected	Directed	Instructed	Processed	Sold
Completed	Discovered	Interpreted	Produced	Solved
Compounded	Dispensed	Interviewed	Promoted	Studied
Conducted	Disproved	Invented	Proposed	Supervised
Conserved	Distributed	Lectured	Protected	Supplied
Consolidated	Drew up	Logged	Provided	Tested
Constructed	Edited	Maintained	Purchased	Trained
Consulted	Eliminated	Managed	Realized	Translated
Controlled	Evaluated	Motivated	Received	Wrote

EXAMPLES

Use the phrase: "My primary responsibility was to *evaluate* the group's performance..."  
 Instead of: "My primary responsibility was to look at the group's performance..."

Use the phrase: "I *received* the award..."  
 Instead of: "I got the award..."