These verbs are only a few of the many you can use in describing your experience, skills, and accomplishments. Make sure you use an action verb for each entry rather than stating "duties included" or "responsible for."

- accelerated
- accomplished
- achieved
- acted
- adapted
- adjusted
- administered
- advised
- advocated
- allocated
- analyzed
- answered
- applied
- appointed
- approved
- arranged
- assessed
- assisted
- assumed
- attained
- audited
- augmented
- authored
- balanced
- began
- broadened
- brought
- budgeted
- built
- calculated
- catalogued
- chaired
- communicated
- compared
- compiled
- completed
- conceived
- conducted
- constructed
- consulted
- contracted
- contributed
- contrived
- controlled
- cooperated
- coordinated
- corresponded
- counseled
- created
- decided