

## Action Words to Describe What You Have Achieved

Limited Copy – Full Copy Contains 498 Action Words  
This is an extract from *The Aussie Résumé Writer Software*  
[www.aussieresumes.com/software.htm](http://www.aussieresumes.com/software.htm)

abated  
abolished  
abridged  
absolved  
accelerated

balanced  
began  
believed

calculated  
calibrated  
capitalised  
catalogued  
categorised

conceived  
concentrated  
conceptualised  
conducted

deployed  
designated  
designed  
despatched

enlarged  
enlisted  
enriched  
enrolled

familiarised  
fashioned  
fielded

<p>indexed indoctrinated influenced informed initiated</p>	<p>manoeuvred manipulated manufactured marked marketed</p> <p>packaged participated partnered penetrated perfected</p>	<p>reconciled reconstructed recorded recruited</p>	<p>serviced set settled shaped shared simplified skilled</p>	<p>transitioned translated transmitted travelled</p> <div data-bbox="1276 1220 1540 2094" style="background-color: #e0f0ff; padding: 10px;"> <p><b>Examples</b> <i>(in past tense)</i></p> <ul style="list-style-type: none"> <li>* Achieved a 25% increase in sales for the year 2006</li> <li>* Designed the</li> <li>* Conducted a</li> </ul> </div>
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