

SELF-MARKETING: C.V. AND LETTER OF APPLICATION

ACTION VERBS FOR ACHIEVEMENT STATEMENTS

Accelerated	Established	Presented	Structured
Accomplished	Evaluated	Processed	Succeeded
Achieved	Expanded	Produced	Summarised
Administered	Forecast	Programmed	Superseded
Analysed	Formulated	Promoted	Supervised
Approved	Founded	Proposed	Systematised
Budgeted	Generated	Provided	Terminated
Built	Headed	Purchased	Traced
Completed	Implemented	Recommended	Tracked
Conceived	Improved	Recruited	Traded
Conducted	Improvised	Redesigned	Trained
Consolidated	Increased	Reduced	Transferred
Controlled	Innovated	Reorganised	Transformed
Converted	Installed	Researched	Translated
Co-ordinated	Instituted	Revised	Trimmed
Created	Introduced	Scheduled	Tripled
Cut	Invented	Serviced	Uncovered
Delegated	Launched	Set up	Unearthed
Delivered	Led	Simplified	Unified
Demonstrated	Maintained	Sold	Unravelled
Designed	Managed	Solved	Utilised
Developed	Motivated	Sparked	Vacated
Devised	Negotiated	Staffed	Verified
Directed	Operated	Started	Widened
Doubled	Organised	Streamlined	Withdrew
Earned	Originated	Strengthened	Won
Edited	Performed	Stressed	Worked
Eliminated	Planned	Stretched	Wrote