

Action Phrases

Able to effectively...
Accelerated development of...
Acclaimed for...
Accomplished in...
Accountable for...
Accounted for...
Accredited with...
Achieved market capitalization of ____
Achieved savings of ____%
Acted as a catalyst for...
Acted as emissary to...
Acted in concert with...
Acted together with...
Actively involved in...
Activities resulted in...
Added new ____ which resulted in...
Adept at...
Administered a variety of...
Advised ____ concerning...
Advised ____ in...
Advocated for...
Affiliated with...
Agreed upon...
Aimed for...
Aligned ____ with ____
Analyzed the role of ____ on ____
Answered to...Appointed by...
Appointed to...
Argued position before...
Ascended the ranks
Assigned as...
Assigned concurrent executive responsibility for...
Assisted in...
Assisted ____ with...
Associated with...
Attained closure of...
Authored proposal to...
Authored recommendations for...
Authorized to...
Awarded for...
Bought and sold
Branched off
Branched out into...
Bridged the gap between ____ and ____

Hired and mentored
Honored for...
Identified and captured
Identified need for...
Identified opportunity for...
Identified opportunity to...
Imparted knowledge to...
Implemented incentives to...
Implemented processes to...
Implemented program for...
Improved ____ by ____%
Improved upon...
Imputed to
In cooperation with...
Increased annual revenue through...
Increased attendance from ____ to ____
Increased company sales by ____%
Increased departmental output by ____%
Increased efficiency and profitability by ____%
Increased occupancy from ____% to ____%
Increased performance by ____%
Increased personal production by ____%
Increased plant output by ____%
Increased production by ____%
Increased sales by ____% through...
Increased sales by ____% while reducing customer complaints by ____%
Increased visibility of...
Increased volume ____%
Incurred responsibility for...
Initiated changes in...
Initiated project to...
Instrumental in...
Integrated acquisition into...
Integrated data from...
Integrated into...
Integrated ____ with...
Interacted with...
Introduced a series of...
Introduced ____ to...
Introduced ____ which improved our ability to...
Invested in...
Investigated and mediated
Involved in...
Kept abreast of...

Broke ground in...	Laid the foundation for...
Brought about...	Led initiative to...
Brought forth	Led introduction of...
Brought forward	Led organization through...
Brought onboard	Led project to...
Brought to accord...	Led successful turnaround of...
Brought to a close...	Led team responsible for...
Brought to justice	Leveled the field
Brought together	Leveraged resources
Built and operated...	Lobbied against...
Built relationships with...	Lobbied before...
Built revenues to ____	Lobbied for...
Built sales to ____	Lowered product inventories by ____%
Called attention to...	Made sales through...
Capitalized upon...	Made use of...
Captured leadership in...	Maintained oversight over...
Carried out...	Managed ____, with an emphasis on...
Carved out a niche in...	Managed activities of...
Challenged to...	Managed analysis of...
Championed development of...	Managed installation of...
Championed implementation of...	Managed review of...
Characterized as...	Mapped out
Characterized by...	Marketed new ____ and increased sales by ____%
Charged with the task of...Climbed the ranks	Marshalled in a program to...
Chosen to...	Mediated resolution in...
Cited for...	Met corporate goals in...
Closed transactions between ____ and ____	Met quotas for...
Closed transactions with...	Met with...
Collaborated with...	Modernized ____ by ____
Committed to...	Modified processes for...
Communicated with...	Monitored compliance with...
Completed reorganization of...	Motivated employees to...
Conceived and directed...	Negotiated acquisition of...
Conceived, developed, and launched...	Negotiated agreement with...
Concentrated on...	Negotiated and resolved...
Conducted analysis for...	Negotiated with...
Conducted study to...	Nurtured relationships with...
Consistently achieved...	Obtained funds for...
Consulted with...	Obtained recommendations for...
Consummated deal with...	Office has grown to...
Contracted for...	Operated within...
Contributed significantly to...	Opportunity for...
Contributed to...	Organized and executed...
Contributed to profit by...	Owned and operated...
Controlled allocation of...	Participated in...
Coordinated all company efforts leading to...	Participated on the committee for...
Coordinated communications with...	Partnered with...
Corresponded with...	Paved the way for...
Counseled ____ on...	Personal knowledge of...
Created alliance with...	Pioneered development of...

Created environment that...
Created a forum for...
Created a juncture between...
Created and launched...
Created marketing plan for...
Created methodologies to...
Created new strategy to...
Created platform for...
Created programs to...
Credited as...
Credited for...
Credited with...
Currently working in...
Cut overhead by ___%
Delivered ___% improvement in...
Delivered ___% rate of return on...
Delivered ___% revenue growth within ___
Delved into...
Demonstrated expertise in...
Demonstrated proficiency in...
Demonstrated savings of ___%
Demonstrated skills in...
Designated project leader of...
Designed and directed...
Designed and implemented...
Designed and led...
Designed and produced...
Designed proactive programs
Designed protocols to...
Developed ___ that resulted in...
Developed ___ through the use of...
Developed and implemented ___ program for...
Developed application to...
Developed strategies to...
Developed technology to...
Developed tools for...
Developed training programs to...
Devoted ___ to...
Direct liaison between ___ and ___
Directed all business activities for...
Directed development of...
Directed mediation with...
Directed negotiations for...
Directed ___ program, which resulted in ___
Directed start-up of...
Directed successful launch of...
Directed team in...
Disciplined oneself to...
Dominated the market with...
Doubled production

Pioneered launch into...
Pioneered models to...
Pioneered the introduction of...
Pioneered the use of...
Piqued interest in...
Placed special emphasis on...
Planned and executed...
Planned and orchestrated...
Planned and managed...
Played dominant role in...
Pointed out
Possess thorough understanding of...
Possess well-developed instincts for...
Prepared responses to...
Prepared the groundwork for...
Prevailed upon
Profiled as...
Progressed through...
Promoted as...
Promoted through...
Promoted to...
Provided advice and counsel to...
Provided direction to...
Provided expertise for...
Provided expertise in...
Provided feedback to...
Provided functional supervision over...
Provided information on...
Provided leadership within...
Provided surety for...
Pushed forward
Put in action...
Put into practice...
Put to use...
Qualifications include...
Qualified as...
Raised the standards for...
Range of responsibilities included...
Ranked among...
Ranked as...
Recaptured leadership in...
Recognized as...
Recognized for...
Reconfigured programs to...
Recruited as...
Recruited to...
Recruited, trained, and directed...
Reduced costs by ___%
Reduced operating expenses by ___%
Reduced oversight over...

Doubled projected sales volume
Doubled sales
Doubled yield of...
Dramatically impacted
Drew out...
Drew up...
Drove a ___% gain in...
Drove forward
Drove revenue growth by ___%
Dwarfed the competition
Earned a reputation for...
Effective at...
Efforts resulted in..
Efforts were rewarded by...
Efforts were rewarded with...
Elected by industry peers to...
Elevated ranking in ___ through...
Elevated the stature of...
Eliminated the need for...
Emerged as...
Engineered processes for...
Entered into...
Entrusted with...
Established and managed
Established compromise between...
Established cooperative partnerships with...
Established precedent for...
Established working relations with...
Evaluated and selected
Evaluated the feasibility of...
Evened the field
Exceeded expectations for...
Exceeded marketing objectives by ___%
Exceeded objectives for...
Executed a plan to...
Executed transactions
Expanded and restructured...
Expanded into...
Expanded marketing presence through
Expert in...
Expertise includes...
Explored technology for...
Facilitated consolidation of...
Facilitated development of...
Facilitated introduction of...
Facilitated planning to...
Facilitated start-up of
Featured in ___ for...
Figured in...
Fitted out...
Reduced product cost by ___%
Reduced turnover among...
Reduced turnover by ___%
Reduced work backlogs by ___%
Reengineered methodology to...
Reined in
Remained cognizant of...
Reported to...
Represented the company at...
Researched ___ in preparation for...
Researched and recommended
Responded to...
Responsible for...
Responsible for the development of...
Restored confidence in...
Restructured process to...
Resulted in...
Retained by...
Retained for...
Saved corporation ___ by ___
Saved ___ on ___ through ___
Scope of duties included...
Selected by...
Selected from...
Selected to participate on...Served as...
Served an apprenticeship with...
Served as change agent in...
Served as resource for...
Served on...
Set in motion
Set the stage for...
Set up
Shared responsibility for...
Shifted focus to...
Significantly improved ___ through introduction of...
Singled out as...
Slashed lead times by ___%
Sold operation of...
Sowed the seeds of...
Spearheaded introduction of...
Specialized in...
Spelled out
Spilled over
Standardized the methodology for...
Staved off...
Stepped up...
Strategized and implemented...
Streamlined and expedited...
Structured, negotiated, and transacted...

Focused efforts on...
Focused staff on...
Forged implementation of...
Forged launch into...
Forged partnership with...
Forged profitable entry into...
Forged relationships with...
Forged strategic alliance with...
Forged the development of...
Forged the introduction of...
Fostered an environment of ___ by ___
Found alternatives for...
Functioned as...
Funded with...
Gained confidence of...
Gained experience in...
Gained recognition for...
Gained recognition from...
Gained superiority over...
Gathered together
Gave rise to...
Generated ___% increase in ___
Generated sales increase of ___
Grew sales to ___
Guided planning for...
Guided ___ through ___
Hand-selected by...
Held authority for...
Held collateral responsibility for...
Held direct responsibility for...
Held full accountability for...
Held full responsibility for...
Held in esteem by...
Held responsibility for...
High-performance
High-profile position

Subcontracted to...
Substituted for...
Successful in...
Successfully developed...
Successfully increased market share by...
Successfully marketed...
Supervised the efforts of...
Supported implementation of...
Surpassed standards for...
Swayed the opinion of...
Synthesized information into...
Testified before...
Took a chance on...
Took advantage of...
Took into consideration...
Took part in...
Took precautions to...
Took steps to...
Took venture through...
Trained for...
Trained on...
Transacted disposition of...
Transitioned from ___ to ___...
Transitioned into...
Translated marketing strategy into...
United efforts with...
Ushered in...
Versed in...
Vouched for...
Volunteered to...
Warded off
Winner of ___ award for ___
Won award for...
Won funding for...
Won support of...
Worked in cooperation with...
Worked independently