

**QUANTIFYING ACHIEVEMENTS AND SUPPORTING BY OUTCOMES**

<b>BARE FACT</b>	<b>QUANTIFIED AND SUPPORTED</b>
<ul style="list-style-type: none"> <li>Led team of software developers</li> </ul>	<ul style="list-style-type: none"> <li>Led team of 6 software developers on \$2m, 12-month project, meeting deadline and increasing productivity gains for program users by 30 per cent</li> </ul>
<ul style="list-style-type: none"> <li>Managed health care training program in Costa Rica</li> </ul>	<ul style="list-style-type: none"> <li>Managed health care training program in Costa Rica for 20 local volunteer workers, increasing number of villages covered by 20%</li> </ul>
<ul style="list-style-type: none"> <li>Served in the Economic / Political Section</li> </ul>	<ul style="list-style-type: none"> <li>Reported, as intern in Economic / Political Section, on various sectors of the Venezuelan economy, including Venezuelan competition policy, foreign direct investment, intellectual property rights and information technology</li> </ul>
<ul style="list-style-type: none"> <li>Worked as teaching assistant in History Department</li> </ul>	<ul style="list-style-type: none"> <li>Designed and taught, in close collaboration with Professor X, course on the role of women in the French Resistance for 25 undergraduate students</li> <li>Supervised student research and corrected term papers</li> </ul>
<ul style="list-style-type: none"> <li>Worked as special orders manager</li> </ul>	<ul style="list-style-type: none"> <li>Managed staff of 3</li> <li>Managed store database and inventory updates, kept track of 750 book orders per week, researched foreign publishers, analyzed marketing reports and rearranged ordering process to increase efficiency (including on-line order forms)</li> <li>Coordinated all special projects</li> </ul>
<ul style="list-style-type: none"> <li>Led tours in Italy</li> </ul>	<ul style="list-style-type: none"> <li>Led 3-week tours for groups of 15-20 adult American visitors to Italy, making arrangements (hotels, restaurants, travel, museums) and sharing knowledge of Italian history gained through pre-tour research</li> </ul>
<ul style="list-style-type: none"> <li>Wrote for campus newspaper</li> </ul>	<ul style="list-style-type: none"> <li>Wrote weekly column about current events for campus newspaper, circulation 2,000</li> </ul>
<ul style="list-style-type: none"> <li>Volunteered for Big Brother /Big Sister</li> </ul>	<ul style="list-style-type: none"> <li>Developed weekly educational, social and cultural activities for 4th grade Little Sister</li> </ul>

USEFUL ACTION VERBS

ACCELERATED	DELIVERED	INCREASED	PROVED
ACCOMPLISHED	DEMONSTRATED	INITIATED	PROVIDED
ACHIEVED	DESIGNED	INSTRUCTED	PURCHASED
ADMINISTERED	DEVELOPED	INVENTED	RAN
ADVISED	DIRECTED	LAUNCHED	REDUCED
ANALYZED	ELIMINATED	LED	REORGANIZED
APPRAISED	EMPLOYED	MAINTAINED	RESEARCHED
APPOINTED	ENGINEERED	MANAGED	RESOLVED
APPROVED	ESTABLISHED	MAXIMIZED	REVAMPED
BEGAN	EVALUATED	MODIFIED	REVISED
BOUGHT	EXAMINED	MONITORED	SAVED
BUILT	EXCEEDED	MOTIVATED	SCHEDULED
CANCELED	EXPANDED	NEGOTIATED	SECURED
COMBINED	EXPEDITED	OBTAINED	SELECTED
COMPLETED	FINISHED	OPTIMIZED	SOLD
COMPOSED	FORECAST	ORIGINATED	SOLVED
CONCEIVED	FORMED	ORGANIZED	STREAMLINED
CONDUCTED	FOUNDED	PERFORMED	STRUCTURED
CONTRACTED	GENERATED	PIONEERED	SUPERVISED
CONTROLLED	GUIDED	PLANNED	TAUGHT
COORDINATED	HEADED	PRESENTED	TRAINED
CREATED	IDENTIFIED	PRODUCED	TRIMMED
DECREASED	IMPLEMENTED	PROMOTED	
	IMPROVED		

This is a short list of word that could be useful. It is possible to find many longer lists of resume action verbs on the web.