

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