

Sizzle & Buzz Words (Action Verbs)

Achieved	Generated	Planned
Adapted	Guided	Processed
Advised	Handled	Produced
Assisted	Improved	Reduced
Built	Initiated	Repaired
Calculated	Instructed	Researched
Completed	Learned	Retrieved
Convinced	Led	Set up
Coordinated	Maintained	Sold
Created	Managed	Solved
Decided	Memorized	Spearheaded
Designed	Motivated	Supervised
Developed	Operated	Taught
Directed	Organized	Trained
Established	Oversaw	Treated
Evaluated	Performed	Validated
Experienced	Persuaded	Wrote