

# ACTION WORD CHEAT SHEET

## *You led something...*

- Supervised
- Coached
- Mentored
- Influenced
- Guided
- Directed
- Aligned
- Inspired

## *You oversaw a Project...*

- Spearheaded
- Launched
- Organized
- Directed
- Headed
- Chaired
- Executed
- Produced

## *You updated something...*

- Innovated
- Renewed
- Modernized
- Refreshed
- Transformed
- Streamlined
- Overhauled
- Upgraded

## *You saved the company money*

- Yielded
- Reduced
- Conserved
- Consolidated
- Decreased
- Deducted
- Slashed
- Stabilized

## *You planned something...*

- Coordinated
- Oversaw
- Controlled
- Orchestrated
- Programmed
- Built
- Created
- Designed

## *You built something...*

- Constructed
- Envisioned
- Founded
- Developed
- Formed
- Engineered
- Initiated
- Introduced

## *You increased sales...*

- Boosted
- Gained
- Improved
- Enhanced
- Accelerated
- Elevated
- Accelerated
- Maximized

## *You managed a team...*

- Cultivated
- Facilitated
- Fostered
- Hired
- Motivated
- Recruited
- Shaped
- Trained

## *You achieved something...*

- Awarded
- Attained
- Reached
- Showcased
- Targeted
- Demonstrated
- Earned
- Exceeded

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