

Action Words (to be used in the bulleted descriptions of your experiences)

Accomplishments

Achieved
Completed
Expanded
Exceeded
Improved
Pioneered
Reduced (losses)
Resolved (issues)
Restored
Spearheaded
Succeeded
Surpassed
Transformed
Won

Communication/ Persuasion

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Developed
Directed
Discussed
Dissuaded
Documented
Drafted
Edited
Educated
Elicited
Enlisted
Established
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted

Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated

Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Financial/Data

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Helping

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified

Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management/ Leadership

Administered
Advised
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Counseled
Decided
Delegated
Determined
Developed
Directed
Disseminated
Eliminated
Emphasized

Action Words (to be used in the bulleted descriptions of your experiences)

Enforced	Charted	Extracted	Assembled
Enhanced	Classified	Formulated	Built
Ensured	Coded	Gathered	Calculated
Established	Collected	Identified	Computed
Examined	Compiled	Inspected	Conserved
Executed	Corrected	Interpreted	Constructed
Explained	Corresponded	Interviewed	Converted
Generated	Distributed	Invented	Debugged
Governed	Executed	Investigated	Designed
Guided	Filed	Located	Determined
Handled	Generated	Measured	Developed
Headed	Implemented	Organized	Engineered
Hired	Incorporated	Researched	Fabricated
Hosted	Inspected	Reviewed	Fortified
Improved	Logged	Searched	Installed
Incorporated	Maintained	Solved	Maintained
Increased	Monitored	Summarized	Operated
Influenced	Obtained	Surveyed	Overhauled
Initiated	Operated	Systemized	Printed
Inspected	Ordered	Tested	Programmed
Inspired	Organized		Rectified
Instituted	Prepared	Teaching	Regulated
Instructed	Processed	Adapted	Remodeled
Integrated	Provided	Advised	Repaired
Launched	Purchased	Clarified	Replaced
Led	Recorded	Coached	Restored
Managed	Registered	Communicated	Solved
Merged	Reserved	Conducted	Specialized
Motivated	Responded	Coordinated	Standardized
Organized	Reviewed	Critiqued	Studied
Originated	Routed	Developed	Upgraded
Overhauled	Scheduled	Enabled	Utilized
Oversaw	Screened	Encouraged	
Planned	Set up	Evaluated	
Presided	Submitted	Explained	
Prioritized	Supplied	Facilitated	
Produced	Standardized	Focused	
Recommended	Systemized	Guided	
Reorganized	Updated	Individualized	
Replaced	Validated	Informed	
Restored	Verified	Instilled	
Reviewed		Instructed	
Scheduled	Research	Motivated	
Secured	Analyzed	Persuaded	
Selected	Clarified	Set goals	
Streamlined	Collected	Simulated	
Strengthened	Compared	Stimulated	
Supervised	Conducted	Taught	
Terminated	Critiqued	Tested	
	Detected	Trained	
	Determined	Transmitted	
	Diagnosed	Tutored	
	Evaluated		
	Examined	Technical	
	Experimented	Adapted	
	Explored	Applied	
Organization/ Detail			
Approved			
Arranged			
Catalogued			
Categorized			