



Action Words

Be Specific!

Avoid general expressions like “Duties included” or “Responsible for” because they do not tell an employer what you did **effectively**. Replace weak verbs (e.g. worked, helped, assisted) with a skill-specific verb. Leave out unimportant details and incorporate verbs that demonstrate a purposeful accomplishment.

Communication

| | | | |
|--------------|--------------|-------------|------------|
| Addressed | Critiqued | Influenced | Questioned |
| Briefed | Debated | Informed | Referred |
| Clarified | Demonstrated | Interacted | Reinforced |
| Communicated | Discussed | Interpreted | Specified |
| Concluded | Educated | Negotiated | Spoke |
| Consulted | Explained | Persuaded | Suggested |
| Contacted | Expressed | Presented | Summarized |
| Conveyed | Greeted | Promoted | Translated |
| Convinced | Highlighted | Publicized | Welcomed |

Problem Solving

| | | | |
|------------|--------------|------------|-------------|
| Alleviated | Diagnosed | Measured | Summarized |
| Analyzed | Extracted | Remodeled | Surveyed |
| Compared | Foresaw | Repaired | Synthesized |
| Deciphered | Identified | Researched | |
| Detected | Investigated | Resolved | |

Creativity

| | | | |
|--------------|----------------|-------------|-------------|
| Assembled | Composed | Fabricated | Illustrated |
| Brainstormed | Conceptualized | Formalized | Launched |
| Built | Created | Formulated | Pioneered |
| Charted | Designed | Founded | |
| Collaborated | Engineered | Established | |

Getting Results

| | | | |
|--------------|--------------|-----------|-----------|
| Accomplished | Demonstrated | Expanded | Realized |
| Achieved | Diminished | Finalized | Received |
| Added | Earned | Generated | Showcased |
| Advanced | Eliminated | Improved | Succeeded |
| Attained | Ensured | Increased | Surpassed |
| Boosted | Established | Initiated | Targeted |
| Completed | Exceeded | Outpaced | |
| Contributed | Excelled | Reached | |



Quantitative / Analytical

| | | | |
|---------------|------------|------------|------------|
| Accounted for | Compiled | Enumerated | Qualified |
| Analyzed | Compounded | Estimated | Quantified |
| Approximated | Computed | Financed | Rated |
| Audited | Converted | Grossed | Recorded |
| Balanced | Corrected | Marketed | Tabulated |
| Budgeted | Counted | Maximized | Totaled |
| Calculated | Dispensed | Multiplied | |
| Checked | Earned | Profited | |

Helping

| | | | |
|--------------|-----------|--------------|-----------|
| Aided | Counseled | Enriched | Prevented |
| Accommodated | Eased | Familiarized | Provided |
| Advised | Elevated | Guided | Relieved |
| Alleviated | Enabled | Intervened | Served |
| Coached | Enhanced | Motivated | Supported |

Teaching

| | | | |
|-------------|-------------|--------------|------------|
| Accelerated | Empowered | Inspired | Supervised |
| Assessed | Encouraged | Instructed | Trained |
| Corrected | Evaluated | Mentored | Tutored |
| Critiqued | Facilitated | Regulated | |
| Developed | Fostered | Stimulated | |
| Discovered | Graded | Strengthened | |

Describing the Work Cycle

Planning

Anticipated
Commissioned
Determined
Developed
Devised
Drafted
Forecasted
Generated
Outlined
Prepared
Prioritized
Strategized



Organizing

Adjusted
Allocated
Altered
Arranged
Cataloged
Collected
Filed
Scheduled
Supplied
Updated



Executing

Administered
Applied
Displayed
Handled
Implemented
Operated
Performed
Processed
Produced
Transacted



Let's Brainstorm! Did you:

- ✓ Lead a project?
- ✓ Create and execute an idea?
- ✓ Increase efficiency?
- ✓ Make improvements?
- ✓ Manage a team?
- ✓ Research?
- ✓ Solve a problem?
- ✓ Communicate?

