

Please use this list of **ACTION WORDS** make your descriptions more compelling!

Did you observe and pay special attention to something?

addressed	inspected	questioned	tested
examined	located	read	tracked
experimented	measured	researched	weighed
explored	observed	studied	
investigated	perceived	surveyed	

Did you discover something?

ascertained	discovered	perceived	solved
determined	found	pinpointed	uncovered
detected	identified	proved	verified
diagnosed	learned	recognized	

Did you evaluate something?

analyzed	compared	perceived	rated
appraised	evaluated	qualified	reasoned
assessed	judged	quantified	reviewed

Did you understand something?

attributed	grasped	perceived	translated
discerned	interpreted	transcribed	

Did you start something?

activated	founded	introduced	set up
adopted	generated	launched	started
began	implemented	opened	undertook
established	initiated	originated	
formed	instituted	pioneered	

Did you finish something?

achieved	concluded	finalized	realized
accomplished	ended	finished	terminated
attained	established	fulfilled	
completed	executed	reached	

Did you document something?

certified	documented	proved	substantiated
charted	logged	recorded	supported
compiled	mapped	researched	tabulated

* means weak verbs

Did you supervise employees?

appointed	enforced	nominated	staffed
awarded	evaluated	monitored	terminated
enlisted	fired	recruited	
elected	hired	referred	
employed	interviewed	selected	

Did you manage or lead?

acted	directed	integrated	performed
administered	facilitated	led	piloted
advised	fostered	maintained	processed
assigned	governed	managed	scheduled
chaired	handled	motivated	showed
conducted	headed	navigated	spearheaded
controlled	implemented	ordered	supervised
delegated	influenced	oversaw	used

Were you future-oriented?

estimated	hypothesized	prevented
forecast	planned	projected
deterred	predicted	strategized

Did you save the day?

averted	prevented	solved
diverted	salvaged	succeeded
prevailed	saved	withstood

Were you a part of a team?

advised	conferred	fostered	*participated
*aided	consulted	*helped	served
*assisted	*cooperated	joined	teamed with
collaborated	facilitated	met with	

Did you obtain something new?

	cultivated	produced	received
acquired	expanded	purchased	retrieved
bought	obtained	raised	secured
collected	procured	realized	solicited

Did you make something?

assembled	developed	fashioned	produced
built	drafted	formed	programmed
composed	designed	made	published
constructed	drew	painted	sketched
created	engineered	photographed	used
customized	fabricated	prepared	*worked

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Did you provide something?

allocated	fed	offered	rendered
dispensed	fitted	performed	responded
dispatched	furnished	presented	submitted
distributed	installed	provided	supplied

Did you operate something?

conducted	implemented	ran	
controlled	maintained	rebuilt	worked
fixed	operated	repaired	
functioned	performed	tended	
handled	troubleshooting	used	

Did you organize something?

arranged	collected	correlated	prepared
assembled	connected	engineered	sorted
categorized	combined	implemented	structured
classified	consolidated	integrated	summarized
compiled	coordinated	organized	systematized

Did you make decisions?

activated	approved	decided	resolved
adopted	concluded	determined	settled

Were you responsible?

assured	ensured	protected	secured
confirmed	guaranteed	satisfied	inspected
delivered	guarded	safeguarded	

Did you make changes?

adapted	expended	redesigned	simplified
adjusted	extended	refined	standardized
adopted	extracted	reorganized	supplemented
centralized	implemented	restored	systematized
combined	improvised	restructured	synergized
condensed	modified	revised	tailored
edited	reconstructed	separated	

Did you make connections?

connected	matched	networked
integrated	merged	

* means weak verbs

Did you improve things?

advanced	enlarged	minimized	surpassed
augmented	enriched	modernized	streamlined
corrected	expedited	reduced	treated
cultivated	implemented	resolved	updated
developed	improved	revitalized	upgraded
enhanced	increased	solved	

Did you think up something new?

conceived	devised	innovated	shaped
conceptualized	discovered	invented	solved
created	formulated	originated	synergized
designed	generated	perceived	synthesized
developed	improvised	pioneered	visualized

Did you communicate something?

addressed	exhibited	persuaded	shared
authored	explained	presented	showed
communicated	illustrated	proposed	spoke
defined	introduced	publicized	submitted
demonstrated	lectured	related	symbolized
displayed	modeled	reported	verbalized
dramatized	notified	represented	wrote

Did you explain something?

clarified	detailed	informed	
defined	elucidated	interpreted	
demystified	explained	specified	

Did you negotiate?

arbitrated	mediated	reasoned	settled
balanced	moderated	reconciled	solved
intervened	negotiated	resolved	

Did you work with people?

advised	facilitated	listened	reinforced
coached	guided	motivated	rehabilitated
convinced	influenced	persuaded	served
counseled	informed	prescribed	taught
educated	inspired	probed	trained
enlisted	instructed	recommended	tutored
mentored			

* means weak verbs

Did you increase sales or territory?

advanced	developed	marketed	sold
advertised	expanded	opened up	
doubled	extended	promoted	
enlarged	increased	publicized	

Did you perform financial functions?

allocated	checked	forecasted	reconciled
analyzed	collected	funded	researched
audited	computed	invested	safeguarded
balanced	dispensed	liquidated	solved
budgeted	distributed	merged	took public
calculated	financed	projected	

Did you save money, time or resources?

conserved	decreased	minimized	saved
cut	eliminated	preserved	
economized	lowered	reduced	

Did you achieve something?

accomplished	completed	realized
achieved	contributed	reached
acquired	enabled	secured
advanced	gained	surpassed
attained	obtained	

Did you get results?

assured	enabled	increased	raised
augmented	ensured	influenced	reduced
*contributed	facilitated	let to	resulted in
eliminated	furthered	promoted	reinforced
empowered	improved	provided	strengthened

Did you receive honors or awards?

acknowledged	awarded	elected	nominated
appointed	credited	granted	selected
assigned	designated	honored	won

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