

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?

| | | | |
|-----------|------------|-----------|-----------|
| acquired | cultivated | produced | received |
| bought | expanded | purchased | retrieved |
| collected | obtained | raised | secured |
| | 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 |

* means weak verbs

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 | |
| demythified | 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 |

* means weak verbs