

Helpful Action Verbs

Did you observe or pay special attention to something?

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

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	formed	initiated	opened
adopted	founded	instituted	originated
began	generated	introduced	started
established	implemented	launched	undertook

Did you finish something?

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

Did you document something?

certified	logged	recorded	supported
charted	mapped	researched	tabulated
documented	proved	substantiated	

Did you supervise employees?

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

Did you operate something?

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

Did you organize something?

arranged	collected	coordinated	prepared
assembled	connected	correlated	structured
categorized	combined	implemented	summarized
compiled	consolidated	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	safeguard	

Did you make changes?

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

Did you improve things?

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

Did you think up something new?

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

Were you future-oriented?

estimated	deterred	predicted	projected
forecast	hypothesized	prevented	strategized

Did you manage or lead?

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

Did you save the day?

averted	prevented	succeeded
diverted	salvaged	withstood
prevailed	saved	solved

Were you 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	expanded	purchased	secured
bought	obtained	raised	solicited
collected	procured	realized	
cultivated	produced	received	

Did you make something?

assembled	drew	made	programmed
built	engineered	painted	published
composed	fabricated	photographed	sketched
draft	formed	produced	worked
designed			

Did you provide something?

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

Did you make connections?

connected	matched	merged	network
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Did you communicate something?

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

Did you explain something?

arbitrated	mediated	reasoned	settled
balanced	moderated	reconciled	solved
intervened	negotiated	resolved	

Did you work with people?

advised	influenced	prescribed	trained
coached	informed	probed	tutored
convinced	inspired	recommended	mentored
counseled	instructed	reinforced	taught

educated
facilitated

listened
motivated

rehabilitated
served

persuaded
guided

How To Say It

Say it with dollar amounts.

1. Supervised entire _____(a department) staff, decreasing middle management costs by __(\$).
2. Purchased computer upgrade for office, saving the company _____(\$) in paid hours.
3. Eliminated the need for _____(one or several positions in the company), decreasing payroll by _____(\$).
4. Averaged _____(\$) in sales per month.
5. Collected _____(\$) in memberships and donations.
6. Supervised the opening/construction of new location, completing task at _____(\$) under project budget.
7. Designed entire _____ program, which earned _____(\$) in company revenue.
8. Implemented new _____ system, saving _____(\$) daily/weekly/monthly/annually.
9. Reduced cost of _____ (substantial service) by developing and implementing a new _____ system at the bargain price of _____(\$).
10. Restructured _____ (organization/system/product) to result in a savings of _____(\$).

Say it with percentages.

1. Excellent ____ (your top proficiency) skills, which resulted in ____ (%) increase/decrease in _____ (sales, revenue, profits, expenses, costs, charges).
2. Recognized as a leader in company, using strong skills to effect a/an _____(%) increase in team/co-worker production.
3. Streamlined _____ (industry procedure), decreasing hours spent on task by _____(%).

4. Used extensive _____ (several skills) to increase customer/member base by _____(%).
5. Financed _____ (%) of tuition/education/own business.
6. Graduated within the top _____(%) of class.
7. Responsible for an estimated _____(%) of employer's success in _____(functional area of market).
8. Resolved customer relations issues, increasing customer satisfaction by _____(%).
9. Eliminated _____ (an industry problem), increasing productivity by _____ (%).
10. Upgraded _____ (an industry tool), resulting in _____(%) increase in effectiveness.

Say it with numbers.

1. Won _____ (#) awards for _____.
2. Trained/Supervised ____ (#) full-time and ____ (#) part-time employees.
3. Recommended by _____ (a number of notable people) as a _____ (something good they said about you) for excellent _____ (an accomplishment or skill).
4. Supervised a staff of _____ (#).
5. Recruited _____ (#) staff members in _____ (period of time), increasing overall production.
6. Sold _____ (# of products) in _____ (period of time), ranking _____ (1st, 2nd, 3rd) in sales in a company of _____ (#) employees.
7. Exceeded goals in _____ (#) years/months/days, establishing my employer as _____ (number - 1st, 2nd, 3rd) in industry.