



ACTION VERBS

How did you observe or pay attention to something?

Addressed Examined Experimented Explored	Investigated Inspected Measured Observed	Perceived Questioned Read Researched	Studied Surveyed Tested Weighed
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How did you discover something?

Ascertained Determined Detected Diagnosed	Discovered Found Identified Learned	Perceived Pinpointed Proved Recognized	Solved Uncovered Verified
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How did you evaluate something?

Analyzed Appraised Assessed	Compared Evaluated Judged	Perceived Qualified Quantified	Rated Reasoned Reviewed
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How did you understand something?

Analyzed Attributed	Discerned Grasped	Interpreted Perceived	Probed Translated
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How did you start something?

Activated Adopted Began Established	Formed Founded Generated Implemented	Initiated Instituted Introduced Launched	Opened Originated Started Undertook
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How did you finish something?

Achieved Accomplished Attained Completed	Concluded Ended Established Executed	Finalized Finished Fulfilled	Reached Realized Terminated
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How did you document something?

Certified Charted Documented	Logged Mapped Proved	Recorded Researched Substantiated	Supported Tabulated
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How did you supervise employees?

Appointed Awarded Enlisted Elected	Employed Enforced Evaluated Hired	Interviewed Nominated Recruited Referred	Selected Staffed Terminated
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How were you future-oriented?

Estimated Forecast	Deterred Hypothesized	Predicted Prevented	Projected Strategized
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How did you manage or lead?

Acted Administered Advised Conducted Controlled Directed Facilitated	Fostered Governed Handled Headed Implemented Influenced Integrated	Led Maintained Managed Motivated Navigated Ordered Oversaw	Performed Persuaded Piloted Processed Showed Supervised Used
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How did you save the day?

Averted Diverted Prevailed	Prevented Salvaged	Saved Succeeded	Withstood Solved
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How were you part of a team?

Advised Aided Assisted Collaborated	Conferred Consulted Cooperated Facilitated	Fostered Helped Joined	Participated Served Teamed with
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How did you obtain something new?

Acquired Bought Collected Cultivated	Expanded Obtained Procured Produced	Purchased Raised Realized Received	Secured Solicited
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How did you make something?

Assembled Built Composed Constructed	Drafted Drew Engineered Fabricated	Fashioned Formed Prepared	Produced Programmed Published
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How did you provide something?

Dispensed Distributed Furnished	Installed Offered Performed	Presented Provided Rendered	Responded Submitted Supplied
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How did you operate something?

Conducted Controlled Fixed Functioned	Handled Implemented Maintained Operated	Performed Troubleshooting Ran Rebuilt	Repaired Tended Used Worked
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How did you organize something?

Arranged Assembled Categorized Compiled	Collected Combined Connected Consolidated	Coordinated Correlated Implemented Organized	Prepared Structured Summarized Systematized
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How did you make decisions?

Activated Adopted	Approved Concluded	Decided Determined	Resolved Settled
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How were you accountable?

Assured Confirmed Delivered	Ensured Guaranteed Guarded	Inspected Protected Safeguarded	Satisfied Secured
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How did you make changes?

Adapted Adopted Centralized Combined Condensed Converted Edited Expanded	Extended Extracted Implemented Improvised Modified Reconstructed Redesigned	Refined Reorganized Restored Restructured Revised Separated Simplified	Standardized Supplemented Systematized Synergized Tailored Unified United
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How did you improve things?

Advanced Augmented Corrected Cultivated Developed Enhance	Enlarged Enriched Expedited Extended Implemented Improved	Increased Modernized Reduced Resolved Revitalized Solved	Surpassed Streamlined Treated Updated Upgrade
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What new idea did you think of?

Conceived Conceptualized Created Designed Developed	Devised Discovered Generated Improvised Innovated	Invented Originated Perceived Pioneered Shaped	Solved Synergized Synthesized Visualized
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How did you communicate an idea?

Communicated Defined Demonstrated Displayed Dramatized Explained	Illustrated Interpreted Lectured Modeled Persuaded Presented	Proposed Publicized Related Reported Represented Shared	Showed Spoke Submitted Verbalized Wrote
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How did you negotiate for something?

Arbitrated Balanced Intervened	Mediated Moderated Negotiated	Reasoned Reconciled Resolved	Settled Solved
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How do you work with people?

Advised Coached Convinced Counseled Educated Facilitated Guided	Influenced Informed Inspired Instructed Listened Mentored Motivated	Persuaded Prescribed Probed Recommended Reinforced Rehabilitated Served	Taught Trained Tutored
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How did you increase sales or territory?

Advanced Advertised Doubled Developed	Enlarged Expanded Extended Increased	Marketed Opened up Promoted	Publicized Sold
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What financial functions did you perform?

Analyzed Audited Balanced Budgeted Calculated	Checked Collected Computed Dispensed Distributed	Financed Funded Invested Liquidated Merged	Reconciled Safeguarded Solved
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How did you save money, time or resources?

Conserved Cut Decreased	Economized Eliminated Lowered	Minimized Preserved Reduced	Saved
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What did you achieve?

Accomplished Achieved Acquired Advanced	Attained Completed Contributed Enabled	Gained Obtained Realized Reached	Secured Surpassed
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When were you recognized with honors or awards?

Acknowledged Appointed Assigned	Awarded Credited Designated	Elected Granted Honored	Nominated Selected Won
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When did you get results?

Assured Augmented Contributed	Enabled Ensured Facilitated	Furthered Influenced Promoted	Provided Reinforced Strengthened
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ADVERBS

<ul style="list-style-type: none">• Accurately• Aggressively• Assertively• Astutely• Capably• Clearly• Competently• Completely• Comprehensively• Concisely• Confidently• Considerably• Consistently	<ul style="list-style-type: none">• Continuously• Decidedly• Directly• Effectively• Efficiently• Effortlessly• Exceptionally• Excessively• Expeditiously• Expertly• Extensively• Extremely	<ul style="list-style-type: none">• Forcefully• Highly• Ideally• Increasingly• Indirectly• Mindfully• Personally• Positively• Precisely• Primarily• Prudently• Rapidly	<ul style="list-style-type: none">• Selectively• Simultaneously• Singularly• Skillfully• Strictly• Solely• Superbly• Swiftly• Successfully• Timely
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COMPETENCIES

<ul style="list-style-type: none">• Adaptability• Analysis• Assertiveness• Collaboration• Creativity• Innovation• Crisis Management• Customer Service Focus	<ul style="list-style-type: none">• Deadline Responsiveness• Decisiveness• Delegation• Detail Oriented• Empathy• Follow Through• Goal Setting• Initiative• Leadership	<ul style="list-style-type: none">• Mentoring• Negotiation• Oral Presentation• Persistence• Persuasive• Planning• Problem Solving• Research• Resilience	<ul style="list-style-type: none">• Resourceful• Risk Taking• Stamina• Systematizing• Team Building• Time Management• Vision• Written Communication
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