

Action Words to Use in your Résumé and Interview Answers

1. Did you start something?

Activated	Formed	Initiated	Opened
Adopted	Founded	Instituted	Originated
Began	Generated	Introduced	Started
Established	Implemented	Launched	Undertook

2. 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	

3. Did you provide something?

Dispensed	Installed	Presented	Responded
Distributed	Offered	Provided	Submitted
Fitted	Performed	Rendered	Supplied
Furnished			

4. Did you make something?

Assembled	Drew	Made	Programmed
Built	Engineered	Painted	Published
Composed	Fabricated	Photographed	Sketched
Constructed	Fashioned	Prepared	Used
Drafted	Formed	Produced	Worked

5. Did you obtain something new?

Acquired	Expanded	Purchased	Secured
Bought	Obtained	Raised	Solicited
Collected	Procured	Realized	
Cultivated	Produced	Received	

6. 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	

7. 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			

8. Did you discover something?

Ascertained	Discovered	Perceived	Solved
Determined	Found	Pinpointed	Uncovered
Detected	Identified	Proved	Verified
Diagnosed	Learned	Recognized	

9. Did you save the day?

Averted	Prevented	Saved	Succeeded
Diverted	Salvaged	Solved	Withstood
Prevailed			

10. Did you finish something?

Achieved	Concluded	Finalized	Reached
Accomplished	Ended	Finished	Realized
Attained	Established	Fulfilled	Terminated
Completed	Executed		

11. Did you evaluate something?

Analyzed	Compared	Perceived	Rated
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Appraised
Assessed

Evaluated
Judged

Qualified
Quantified

Reasoned
Reviewed

12. Did you observe or pay special attention to something?

Addressed
Examined
Experimented
Explored

Investigated
Inspected
Measured
Observed

Perceived
Questioned
Read
Researched

Studied
Surveyed
Tested
Weighed

13. Did you make decisions?

Activated
Adopted

Approved
Concluded

Decided
Determined

Resolved
Settled

14. Did you negotiate?

Arbitrated
Balanced
Intervened

Mediated
Moderated
Negotiated

Reasoned
Reconciled
Resolved

Settled
Solved

15. Did you organize something?

Arranged
Assembled
Categorized
Collected
Combined

Complied
Compiled
Connected
Consolidated

Coordinated
Correlated
Implemented
Organized

Prepared
Structured
Summarized
Systematized

16. Did you operate something?

Conducted
Controlled
Fixed
Functioned

Handled
Implemented
Maintained
Operated

Performed
Troubleshoot
Ran
Rebuilt

Repaired
Tended
Used
Worked

17. Did you document something?

Certified
Charted
Documented

Logged
Mapped
Proved

Recorded
Researched
Substantiated

Supported
Tabulated

18. Did you explain something?

Defined Detailed Elucidated Explained

19. Did you make connections?

Aligned Connected Matched Merged
Networked

20. Did you understand something?

Attributed Grasped Perceived Translated
Discerned Interpreted Transcribed

21. Were you responsible?

Assured Ensured Protected Secured
Confirmed Guaranteed Satisfied Inspected
Delivered Guarded Safeguarded

22. Were you future-oriented?

Estimated Deterred Predicted Projected
Forecasted Hypothesized Prevented Strategized

23. Did you work with people?

Advised Guided Mentored Reinforced
Coached Influenced Motivated Rehabilitated
Convinced Informed Persuaded Served
Counseled Inspired Prescribed Taught
Educated Instructed Probed Trained
Facilitated Listened Recommended Tutored

24. Were you part of a team?

Advised Conferred Fostered Participated
Aided Consulted Helped Served

Assisted
Collaborated

Cooperated
Facilitated

Joined
Met with

Teamed with

25. Did you manage or lead?

Acted
Administered
Advised
Conducted
Controlled
Directed
Facilitated
Fostered

Governed
Handled
Headed
Implemented
Inspired
Influenced
Integrated

Led
Maintained
Managed
Motivated
Navigated
Ordered
Oversaw

Performed
Piloted
Processed
Scheduled
Showed
Supervised
Used

26. Did you supervise employees?

Appointed
Awarded
Enlisted
Elected

Employed
Enforced
Evaluated
Fired

Hired
Interviewed
Nominated
Recruited

Referred
Selected
Staffed
Terminated

27. Did you communicate something?

Communicated
Demonstrated
Displayed
Dramatized
Explained
Illustrated

Lectured
Modeled
Persuaded
Presented
Proposed
Publicized

Related
Reported
Represented
Shared
Showed

Spoke
Submitted
Symbolized
Verbalized
Wrote

28. Personal Descriptors

Able
Accommodating
Accountable
Analytical
Articulate

Confident
Dynamic
Effective
Effective writer
Energetic

Intelligent
Intuitive
Leading edge
Learning
Open

Risk-taking
Self motivated
Sensitive
Serious
Service-oriented

Authentic
Autonomous
Available
Catalytic
Challenged
Clear thinker
Committed
Compassionate
Concerned

Enthusiastic
Experienced
Flexible
Growth-oriented
Hardworking
Humorous
Initiator
Insightful

Organized
Perceptive
Powerful
Producing
Professional
Quality-oriented
Quick-study
Results-oriented

Sincere
Skilled
Straight-forward
Supportive
Talented
Team Contributor
Thorough
Versatile