

**Management/
Leadership Skills**

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened

supervised
terminated

**Communication/
People Skills**

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted

proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated

computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated

taught
tested
trained
transmitted
tutored

**Financial/
Data Skills**

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed

developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged

ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

**Organization/
Detail Skills**

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered

organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

**More verbs for
Accomplishments**

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

Analytical & Financial		Communication				Creative		Research	
Administered	Invested	Abstracted	Enlisted	Perceived	Translated	Acted	Revitalized	Accumulated	Formulated
Adjusted	Isolated	Acted	Explained	Performed	Visualized	Adapted	Shaped	Acquired	Found
Allocated	Maintained	Addressed	Expressed	Persuaded	Wrote	Combined	Simplified	Administered	Gathered
Analyzed	Managed	Advertised	Facilitated	Planned		Composed	Solved	Amplified	Generated
Appraised	Marketed	Arbitrated	Fashioned	Presented		Conceived	Suggested	Analyzed	Identified
Assessed	Measured	Arranged	Formulated	Produced		Conceptualized	Transformed	Applied	Inspected
Audited	Netted	Articulated	Furnished	Projected		Condensed		Articulated	Integrated
Balanced	Observed	Assessed	Generated	Promoted		Created		Assessed	Interpreted
Billed	Planned	Authored	Helped	Proofread		Customized		Audited	Interviewed
Bought	Prepared	Briefed	Imagined	Proposed		Designed		Augmented	Invented
Budgeted	Programmed	Built	Incorporated	Publicized		Developed		Balanced	Investigated
Calculated	Projected	Clarified	Influenced	Published		Directed		Calculated	Located
Checked	Purchased	Collaborated	Initiated	Read		Discovered		Charted	Measured
Compared	Quadrupled	Communicated	Innovated	Realized		Displayed		Clarified	Observed
Computed	Qualified	Composed	Integrated	Reasoned		Drew		Collected	Obtained
Conciliated	Reasoned	Conceptualized	Interacted	Reconciled		Enhanced		Compared	Organized
Conserved	Reconciled	Condensed	Interpreted	Rectified		Entertained		Compiled	Perceived
Corrected	Reduced	Conducted	Interviewed	Recruited		Established		Composed	Pinpointed
Cut	Reported	Conferred	Introduced	Referred		Fashioned		Concentrated	Planned
Decreased	Reshaped	Constructed	Invented	Reinforced		Formulated		Conducted	Prepared
Detailed	Researched	Consulted	Invited	Remodeled		Founded		Constructed	Processed
Determined	Retailed	Contacted	Involved	Reported		Illustrated		Consulted	Proofread
Developed	Retrieved	Conveyed	Joined	Represented		Initiated		Critiqued	Read
Disbursed	Saved	Convinced	Judged	Resolved		Innovated		Decided	Reported
Dispensed	Secured	Corresponded	Launched	Responded		Instituted		Detected	Researched
Distinguished	Sold	Created	Lectured	Revitalized		Integrated		Determined	Reviewed
Distributed	Solicited	Critiqued	Led	Scheduled		Introduced		Diagnosed	Riveted
Doubled	Sorted	Debated	Listened	Screened		Invented		Discovered	Screened
Downsized	Sourced	Defined	Marketed	Shaped		Made		Documented	Searched
Economized	Specified	Demonstrated	Mediated	Sold		Modeled		Drafted	Solved
Eliminated	Supplemented	Designed	Memorized	Solicited		Modified		Edited	Studied
Estimated	Systematized	Developed	Merged	Specified		Originated		Evaluated	Summarized
Exceeded	Tabulated	Developed sensitivity	Moderated	Spoke		Performed		Examined	Surveyed
Factored	Tested	Directed	Modernized	Stimulated		Photographed		Exhibited	Synthesized
Financed	Tripled	Discriminated	Motivated	Suggested		Planned		Experimented	Systematized
Forecasted	Underwrote	Discussed	Negotiated	Summarized		Proposed		Explored	Tested
Funded	Upgraded	Drafted	Observed	Synthesized		Redesigned		Extracted	Verified
Gained	Upsized	Edited	Obtained	Taught		Remodeled		Extrapolated	Wrote
Generated		Elicited	Outlined	Trained		Restructured		Focused	
Increased		Enabled	Participated	Transcribed		Revised		Forecast	

Leadership & Management			Organizational/Planning			Sales & Persuasion		Detail	Results
Administered	Ensured	Negotiated	Specified	Approved	Updated	Arbitrated	Realized	Approved	Accomplished
Advised	Evaluated	Operated	Sponsored	Arranged	Validated	Catalogued	Recruited	Arranged	Achieved
Analyzed	Examined	Orchestrated	Streamlined	Catalogued	Verified	Centralized	Reduced	Classified	Acted
Appointed	Executed	Ordered	Strengthened	Categorized		Consulted	Reported	Collated	Advanced
Approved	Explained	Organized	Supervised	Charted		Dissuaded	Researched	Collected	Assumed res.
Archived	Generated	Originated	Taught	Classified		Documented	Resolved	Compared	Attained
Arranged	Governed	Overhauled	Terminated	Coded		Educated	Restored	Compiled	Awarded
Assigned	Guided	Oversaw	Trained	Collected		Established	Reviewed	Dispatched	Closed
Attained	Handled	Performed	Validated	Compiled		Expedited	Routed	Enforced	Collabor. w/
Authorized	Hired	Pioneered		Corrected		Familiarized	Saved	Executed	Completed
Catalogued	Hosted	Planned		Corresponded		Identified	Served	Facilitated	Contributed
Chaired	Implemented	Prepared		Distributed		Implemented	Set goals	Followed thru	Decreased
Classified	Improved	Presided		Executed		Improved	Sold	Implemented	Delivered
Collated	Incorporated	Prioritized		Filed		Increased	Solved	Inspected	Demonstrated
Collected	Increased	Processed		Generated		Influenced	Stimulated	Judged	Discussed
Compiled	Influenced	Produced		Incorporated		Inspired	Summarized	Met deadlines	Earned
Considered	Initiated	Promoted		Inspected		Installed	Surveyed	Operated	Eliminated
Consolidated	Inspected	Provided		Logged		Integrated	Translated	Organized	Enlarged
Contracted	Inspired	Purchased		Maintained		Interpreted		Processed	Expanded
Controlled	Installed	Recommended		Monitored		Investigated		Purchased	Expedited
Converted	Instigated	Recorded		Obtained		Judged		Recorded	Improved
Coordinated	Instituted	Recruited		Operated		Launched		Responded	Increased
Counseled	Instructed	Redirected		Ordered		Lectured		Retained	Met deadlines
Cultivated	Integrated	Referred		Organized		Led		Retrieved	Obtained
Decided	Inventoried	Regulated		Prepared		Liaised		Systematized	Participated in
Delegated	Judged	Reorganized		Processed		Maintained		Tabulated	Produced
Developed	Launched	Replaced		Provided		Marketed		Validated	Recognized
Designated	Led	Represented		Purchased		Mediated			Reduced
Determined	Lectured	Responded		Recorded		Moderated			Resolved
Diagnosed	Listened	Restored		Registered		Negotiated			Restored
Directed	Lobbied	Retrieved		Reserved		Obtained			Solidified
Disproved	Logged	Reviewed		Responded		Ordered			Streamlined
Disseminated	Maintained	Routed		Reviewed		Performed			Strengthened
Documented	Managed	Scheduled		Routed		Planned			Transformed
Eliminated	Mentored	Screened		Scheduled		Processed			Won
Emphasized	Merged	Secured		Screened		Produced			
Encouraged	Moderated	Selected		Submitted		Promoted			
Enforced	Monitored	Served as		Supplied		Proposed			
Enhanced	Motivated	Served on		Standardized		Publicized			
Established	Navigated	Set-up		Systematized		Purchased			

Technological**Training & Helping**

Adapted	Forecasted	Specialized	Acquainted	Developed	Intervened	Stabilized
Analyzed	Formed	Standardized	Adapted	Diagnosed	Invented	Stimulated
Applied	Fortified	Streamlined	Adjusted	Directed	Lectured	Streamlined
Assembled	Generated	Studied	Adopted	Dispensed	Led	Summarized
Automated	Improved	Supplemented	Advanced	Distributed	Liaised	Supplied
Broadened	Increased	Surveyed	Advised	Educated	Listened	Supported
Built	Inspected	Systematized	Advocated	Effected	Mentored	Taught
Calculated	Installed	Tested	Aided	Empowered	Ministered	Trained
Charted	Instituted	Trained	Answered	Enabled	Motivated	Translated
Classified	Integrated	Upgraded	Apprised	Enacted	Negotiated	Treated
Coded	Interfaced	Utilized	Approached	Encouraged	Nourished	Tutored
Communicated	Launched	Validated	Arbitrated	Enlarged	Nurtured	Unified
Compiled	Lectured	Verified	Arranged	Enlightened	Obligated	Valued
Computed	Maintained		Assessed	Ensured	Originated	
Conceived	Manufactured		Assisted	Evaluated	Persuaded	
Conducted	Marketed		Attended	Expanded	Presented	
Configured	Mastered		Augmented	Expedited	Prevented	
Conserved	Modified		Backed	Explained	Promoted	
Constructed	Molded		Balanced	Facilitated	Provided	
Converted	Operated		Boosted	Familiarized	Reassured	
Coordinated	Overhauled		Briefed	Fomented	Reclaimed	
Created	Packaged		Built	Formulated	Rectified	
Debugged	Pioneered		Certified	Fostered	Redeemed	
Designed	Prepared		Charted	Furthered	Reeducated	
Detected	Printed		Clarified	Generated	Referred	
Determined	Processed		Coached	Grouped	Reformed	
Developed	Produced		Collaborated	Guided	Rehabilitated	
Devised	Programmed		Communicated	Harmonized	Related	
Diagnosed	Published		Conducted	Helped	Rendered	
Drafted	Reconstructed		Consulted	Implemented	Repaired	
Edited	Rectified		Contributed	Influenced	Represented	
Educated	Reduced		Cooperated	Informed	Resolved	
Eliminated	Regulated		Coordinated	Initiated	Responded	
Engineered	Remodeled		Counseled	Innovated	Revolutionized	
Evaluated	Repaired		Critiqued	Installed	Served	
Excelled	Replaced		Decided	Instilled	Serviced	
Expanded	Researched		Delegated	Instituted	Set goals	
Expedited	Restored		Delivered	Instructed	Settled	
Fabricated	Revamped		Demonstrated	Insured	Simplified	
Facilitated	Solved		Designed	Integrated	Spoke	

YOU LED A PROJECT

If you were in charge of a project or initiative from start to finish:

1. Chaired
2. Controlled
3. Coordinated
4. Drove
5. Executed
6. Headed
7. Headed up
8. Led
9. Operated
10. Orchestrated
11. Org
12. Oversaw
13. Piloted
14. Planned
15. Produced
16. Programmed

YOU ENVISIONED OR BROUGHT A PROJECT TO LIFE

If you actually developed, created, or introduced that project into your company:

17. Activated
18. Administered
19. Built
20. Charted
21. Conceived
22. Conceptualized
23. Constructed
24. Created
25. Designed
26. Developed
27. Devised
28. Diversified
29. Drafted
30. Drew
31. Fabricated

32. Fashioned
33. Founded
34. Enacted
35. Engineered
36. Established
37. Formalized
38. Formed
39. Formulated
40. Imagined
41. Implemented
42. Incorporated
43. Initiated
44. Instituted
45. Introduced
46. Invented
47. Launched
48. Manufactured
49. Marketed
50. Modeled
51. Named
52. Originated
53. Perfected
54. Pioneered
55. Projected
56. Proposed
57. Set
58. Spearheaded
59. Structured

YOU SAVED THE COMPANY TIME OR MONEY

Hiring managers love candidates who've helped a team operate more efficiently or cost-effectively::

60. Appraised
61. Budgeted
62. Conserved
63. Consolidated
64. Corrected
65. Decreased

66. Deducted
67. Diagnosed
68. Financed
69. Lessened
70. Organized
71. Reconciled
72. Reduced
73. Saved
74. Validated
75. Yielded

YOU INCREASED EFFICIENCY, SALES, REVENUE, OR CUSTOMER SATISFACTION

If you can show that your work boosted the company's numbers in some way:

76. Accelerated
77. Achieved
78. Advanced
79. Amplified
80. Automated
81. Boosted
82. Capitalized
83. Contributed
84. Cut
85. Delivered
86. Detected
87. Distinguished
88. Doubled
89. Eliminated
90. Enhanced
91. Expanded
92. Expedited
93. Fixed
94. Furthered
95. Gained
96. Generated
97. Improved
98. Inventoried

99. Lifted
100. Maximized
101. Monitored
102. Obtained
103. Outpaced
104. Predicted
105. Prioritized
106. Procured
107. Risked
108. Satisfied
109. Sorted
110. Stimulated
111. Sustained
112. Systemized
113. Tabulated

YOU CHANGED OR IMPROVED SOMETHING

If you made positive changes at your office:

114. Adapted
115. Adopted
116. Altered
117. Ascertain
118. Cataloged
119. Centralized
120. Clarified
121. Converted
122. Customized
123. Experimented
124. Finalized
125. Illustrated
126. Improvised
127. Influenced
128. Innovated
129. Installed
130. Instigated
131. Integrated
132. Manipulated
133. Merged
134. Modified

- 135. Oriented
- 136. Overcame
- 137. Overhauled
- 138. Pinpointed
- 139. Progressed
- 140. Realigned
- 141. Realized
- 142. Recognized
- 143. Redesigned
- 144. Refined
- 145. Refocused
- 146. Rehabilitated
- 147. Remodeled
- 148. Reorganized
- 149. Repaired
- 150. Replaced
- 151. Restored
- 152. Restructured
- 153. Revamped
- 154. Revised
- 155. Revitalized
- 156. Simplified
- 157. Solved
- 158. Standardized
- 159. Streamlined
- 160. Strengthened
- 161. Suggested
- 162. Updated
- 163. Upgraded
- 164. Transformed
- 165. Trimmed
- 166. Troubleshoot

YOU MANAGED A TEAM

If you were an inspirational leader:

- 167. Addressed
- 168. Aligned
- 169. Approved
- 170. Collaborated
- 171. Commanded
- 172. Confronted
- 173. Counseled
- 174. Cultivated
- 175. Directed
- 176. Distributed
- 177. Enabled

- 178. Encouraged
- 179. Facilitated
- 180. Fostered
- 181. Governed
- 182. Guided
- 183. Handled
- 184. Hired
- 185. Increased
- 186. Inspired
- 187. Instructed
- 188. Interviewed
- 189. Managed
- 190. Mediated
- 191. Mentored
- 192. Mobilized
- 193. Moderated
- 194. Motivated
- 195. Praised
- 196. Presided
- 197. Recruited
- 198. Regulated
- 199. Scheduled
- 200. Shaped
- 201. Supervised
- 202. Taught
- 203. Trained
- 204. Unified
- 205. United

YOU BROUGHT IN PARTNERS, FUNDING, OR RESOURCES

If you were "responsible for" a great new partner, sponsor, or source of funding:

- 206. Acquired
- 207. Appointed
- 208. Consulted
- 209. Contracted
- 210. Correlated
- 211. Enlisted
- 212. Forged
- 213. Navigated
- 214. Negotiated
- 215. Partnered
- 216. Purchased
- 217. Received

- 218. Referred
- 219. Secured
- 220. Sold
- 221. Solidified
- 222. Supplied

YOU SUPPORTED CUSTOMERS

If you were manning the phones or answering questions, it means you were advising customers and meeting their needs:

- 223. Advised
- 224. Advocated
- 225. Arbitrated
- 226. Assisted
- 227. Coached
- 228. Consulted
- 229. Educated
- 230. Fielded
- 231. Helped
- 232. Informed
- 233. Lectured
- 234. Listened
- 235. Provided
- 236. Resolved
- 237. Served
- 238. Serviced
- 239. Supported
- 240. Talked
- 241. Tutored

YOU WERE A RESEARCH MACHINE

If your job included research, analysis, or fact-finding:

- 242. Analyzed
- 243. Ascertained
- 244. Assembled
- 245. Assessed
- 246. Audited
- 247. Calculated
- 248. Compiled
- 249. Conducted
- 250. Discovered
- 251. Evaluated
- 252. Examined

- 253. Explored
- 254. Forecasted
- 255. Found
- 256. Gathered
- 257. Hypothesized
- 258. Identified
- 259. Interpreted
- 260. Investigated
- 261. Learned
- 262. Mapped
- 263. Measured
- 264. Published
- 265. Qualified
- 266. Quantified
- 267. Recorded
- 268. Researched
- 269. Surveyed
- 270. Tested
- 271. Tracked

YOU WROTE OR COMMUNICATED

If you were writing, speaking, lobbying, or otherwise communicating:

- 272. Authored
- 273. Briefed
- 274. Campaigned
- 275. Co-authored
- 276. Composed
- 277. Conveyed
- 278. Convinced
- 279. Corresponded
- 280. Counseled
- 281. Critiqued
- 282. Defined
- 283. Documented
- 284. Edited
- 285. Illustrated
- 286. Lobbied
- 287. Persuaded
- 288. Promoted
- 289. Proofread
- 290. Publicized
- 291. Responded
- 292. Reviewed
- 293. Sketched
- 294. Spoke

- 295. Studied
- 296. Summarized
- 297. Synthesized
- 298. Transcribed
- 299. Translated
- 300. Typed
- 301. Verbalized
- 302. Wrote

YOU OVERSAW OR REGULATED

Whether you enforced protocol or managed your department's requests:

- 303. Authorized
- 304. Blocked
- 305. Delegated
- 306. Dispatched
- 307. Enforced
- 308. Ensured
- 309. Inspected
- 310. Itemized
- 311. Licensed
- 312. Monitored
- 313. Officiated
- 314. Processed
- 315. Reinforced
- 316. Reported
- 317. Screened
- 318. Scrutinized
- 319. Selected
- 320. Verified

YOU ACHIEVED SOMETHING

Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

- 321. Attained
- 322. Awarded
- 323. Completed
- 324. Demonstrated
- 325. Earned
- 326. Endured
- 327. Exceeded
- 328. Exhibited
- 329. Outperformed

- 330. Presented
- 331. Performed
- 332. Ranked
- 333. Rated
- 334. Reached
- 335. Showcased
- 336. Succeeded
- 337. Surpassed
- 338. Targeted
- 339. Won

GENERAL VERBS:

These words are also helpful in elevating your job descriptions:

- 340. Acted
- 341. Applied
- 342. Allocated
- 343. Arranged
- 344. Assured
- 345. Balanced
- 346. Classified
- 347. Closed
- 348. Collected
- 349. Communicated
- 350. Compared
- 351. Computed
- 352. Concluded
- 353. Continued
- 354. Contained
- 355. Dealt
- 356. Decided
- 357. Depended
- 358. Detailed
- 359. Determined
- 360. Dispensed
- 361. Displayed
- 362. Disproved
- 363. Dissected
- 364. Diverted
- 365. Dramatized
- 366. Effected
- 367. Entertained
- 368. Explained
- 369. Expressed
- 370. Extracted
- 371. Familiarized
- 372. Filed

- 373. Followed
- 374. Graduated
- 375. Induced
- 376. Indoctrinated
- 377. Insured
- 378. Judged
- 379. Justified
- 380. Intensified
- 381. Kept
- 382. Located
- 383. Logged
- 384. Maintained
- 385. Memorized
- 386. Nominated
- 387. Normalized
- 388. Noted
- 389. Observed
- 390. Offered
- 391. Ordered
- 392. Painted
- 393. Participated
- 394. Perceived
- 395. Photographed
- 396. Played
- 397. Placed
- 398. Prepared
- 399. Prescribed
- 400. Printed
- 401. Professed
- 402. Protected
- 403. Proved
- 404. Questioned
- 405. Raised
- 406. Reasoned
- 407. Recommended
- 408. Related
- 409. Rendered
- 410. Represented
- 411. Retrieved
- 412. Schooled
- 413. Sensed
- 414. Separated
- 415. Shared
- 416. Showed
- 417. Specified
- 418. Symbolized
- 419. Transferred
- 420. Treated

- 421. Traveled
- 422. Used
- 423. Utilized
- 424. Weighed
- 425. Worked

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted	Wrote
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated