

ACTION WORDS

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		

Action Words (cont.)

Did you document something?

certified
charted
documented

logged
mapped
proved

recorded
researched
substantiated

supported
tabulated

Did you provide something?

dispensed
distributed
fitted
furnished

installed
offered
performed
presented

provided
rendered
responded
submitted

supplied

Did you operate something?

conducted
controlled
fixed
functioned

handled
implemented
maintained
operated

performed
troubleshoot
ran
rebuilt

repaired
tended
used
worked

Did you organize something?

arranged
assembled
categorized
compiled

collected
connected
combined
consolidated

coordinated
correlated
implemented
organized

prepared
structured
summarized
systematized

Did you make decisions?

activated
adopted

approved
concluded

decided
determined

resolved
settled

Were you responsible?

assured
confirmed
delivered

ensured
guaranteed
guarded

protected
satisfied
safeguarded

secured
inspected

Action Words (cont.)

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			

Were you future-oriented?

estimated	hypothesized	prevented	strategized
forecasted	predicted	projected	

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
delegated	influenced	ordered	supervised
directed	integrated	oversaw	used
facilitated			

Did you supervise employees?

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

Did you save the day?

averted	prevented	saved	succeeded
diverted	salvaged	solved	withstood
prevailed			

Action Words (cont.)

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
constructed	fashioned	prepared	used
drafted	formed	produced	worked

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?

analyzed	checked	financed	reconciled
audited	collected	funded	safeguarded
balanced	computed	invested	solved
budgeted	dispensed	liquidated	took public
calculated	distributed	merged	

Action Words (cont.)

Did you save money, time or resources?

conserved	decreased	minimized	saved
cut	eliminated	preserved	
economized	lowered	reduced	

Did you achieve something?

accomplished	attained	gained	secured
achieved	completed	obtained	surpassed
acquired	contributed	realized	
advanced	enabled	reached	

Did you receive honors or awards?

acknowledged	credited	granted	received
appointed	designated	honored	won
assigned	earned	nominated	
awarded	elected	selected	

Did you get results?

assured	enabled	influenced	resulted in
augmented	ensured	led to	reinforced
contributed	facilitated	promoted	strengthened
empowered	furthered	provided	