

## ACTION WORDS

### Performing Tasks

administered  
allocated  
analyzed  
appraised  
approved  
arranged  
audited  
balanced  
budgeted  
calculated  
catalogued  
checked  
classified  
collected  
compiled  
computed  
continued  
developed  
dispatched  
documented  
executed  
forecasted  
generated  
generated reports  
implemented  
input data  
inspected  
issued invoices  
maintained  
managed  
marketed  
mastered  
monitored  
negotiated  
operated  
ordered stock  
organized  
performed  
planned

prepared  
processed  
produced  
projected  
purchased  
reconciled  
recorded  
researched  
retrieved  
screened  
specified  
tabulated  
validated  
verified  
worked on team  
worked with  
wrote

### Serving Customers

built repeat business  
cross-sold  
displayed merchandise  
double-checked  
followed up on  
generated referrals  
handled returns  
improved client relations  
increased business  
increased satisfaction  
listened  
merchandised  
met  
placed orders  
processed payments  
promoted specials  
reduced complaints  
resolved problems  
responded  
tracked down  
trouble shot

up-sold  
**Selling**  
blitzed  
booked  
campaigned  
closed  
cold-called  
convinced  
cross-sold  
developed  
explained  
influenced  
launched  
marketed  
merchandised  
met targets  
negotiated  
persuaded  
planned strategy  
set targets  
sold  
targeted  
up-sold

### Supervising

administered  
analyzed  
assigned  
attained  
capitalized  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
generated  
improved

increased  
led  
managed  
mentored  
orchestrated  
organized  
oriented  
oversaw  
planned  
prioritized  
produced  
propelled  
recommended  
rejuvenated  
reviewed  
scheduled  
selected  
set goals  
strengthened  
supervised  
trained

### Achieving Results

accomplished  
achieved  
delivered  
exceeded expectations  
expanded  
improved  
increased  
launched  
met sales targets  
pioneered  
produced  
reduced  
reduced losses  
reduced shrinkage  
resolved  
restored

## ACTION WORDS

transformed  
won

### Helping

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
explained  
facilitated  
familiarized  
guided  
handled  
helped  
motivated  
referred  
represented

### Communicating

arranged  
authored  
collaborated  
cooperated  
communicated  
convinced  
corresponded  
crystalized  
defused  
developed  
directed  
drafted  
edited  
enlisted  
finalized  
formulated  
influenced  
informed

interpreted  
lectured  
mediated  
moderated  
negotiated  
persuaded  
presented  
promoted  
publicized  
realized  
recognized  
reconciled  
recruited  
relayed  
responded  
spoke  
translated  
understood  
wrote

### Researching

analyzed  
clarified  
collected  
critiqued  
evaluated  
examined  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
proved  
reviewed  
sought  
summarized  
surveyed  
systematized

### Teaching

adapted

advised  
clarified  
coached  
communicated  
coordinated  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
led  
persuaded  
stimulated  
taught  
trained

### Handling

assembled  
built  
cleared  
created  
decorated  
demonstrated  
designed  
devised  
dispatched  
displayed  
engineered  
fabricated  
fine-tuned  
fixed  
made  
maintained  
operated  
overhauled  
packaged  
packed

programmed  
put together  
rebuilt  
remodeled  
renovated  
repaired  
replaced  
re-tooled  
rigged  
set up  
stocked inventory  
upgraded  
worked

### Creating

acted as  
changed  
created  
customized  
designed  
developed  
directed  
established  
fashioned  
founded  
generated  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
personalized  
planned  
rebuilt  
redesigned  
reorganized  
shaped

