

Action Words

To Describe Your Work-related Skills

Accomplished	Developed	Investigated	Re-designed
Adapted	Directed	Maintained	Reduced
Administered	Distributed	Managed	Regulated
Advertised	Drafted	Manipulated	Related
Advised	Edited	Marketed	Renewed
Analyzed	Established	Mediated	Reorganized
Applied	Estimated	Moderated	Repaired
Approved	Evaluated	Modified	Reported
Arranged	Examined	Monitored	Represented
Assembled	Exchanged	Motivated	Researched
Assessed	Executed	Negotiated	Resolved
Assigned	Exhibited	Obtained	Reviewed
Assisted	Expanded	Operated	Revised
Budgeted	Facilitated	Ordered	Scanned
Built	Familiarized	Organized	Scheduled
Calculated	Forecasted	Oversaw	Screened
Clarified	Formulated	Performed	Selected
Collaborated	Generated	Persuaded	Sold
Communicated	Guided	Planned	Served
Compared	Handled	Prepared	Settled
Completed	Hired	Presented	Solved
Compiled	Identified	Presided	Spoke
Conducted	Implemented	Processed	Staffed
Consulted	Improved	Produced	Standardized
Contracted	Increased	Programmed	Started
Controlled	Indexed	Promoted	Stimulated
Cooperated	Influenced	Proposed	Summarized
Coordinated	Initiated	Provided	Supervised
Corrected	Innovated	Publicized	Supported
Counseled	Inspected	Published	Surveyed
Created	Installed	Qualified	Systemized
Defined	Instructed	Raised	Taught
Delegated	Integrated	Recommended	Trained
Demonstrated	Interpreted	Reconciled	Transmitted
Designed	Introduced	Recorded	Updated
Detailed	Invented	Recruited	Wrote

(A more extensive list is on the CCO Job Search Manual at <https://www.cco.purdue.edu/student/manual.shtml>)