

## ***Action Words***

Action Words represent skill areas and accomplishments.

Use in resume.

accomplished	accelerated	achieved	activated	adapted	administered
analyzed	appraised	arranged	assembled	assisted	bargained
budgeted	built	calculated	charted	classified	coached
collected	compiled	completed	composed	conceived	conducted
conserve	consolidated	constructed	consulted	controlled	coordinated
corresponded	counseled	created	delegated	delivered	demonstrated
developed	diagnosed	directed	discovered	dispensed	displayed
distributed	dramatized	earned	edited	eliminated	enlarged
entertained	established	estimated	evaluated	examined	exhibited
expanded	expedited	explained	explored	facilitated	formulated
fostered	founded	generated	governed	handled	implemented
improved	increased	indexed	initiated	inspected	installed
instituted	instructed	interpreted	intervened	interviewed	invented
investigated	judged	launched	lectured	located	logged
maintained	managed	mastered	measured	mediated	moderated
monitored	motivated	negotiated	observed	obtained	operated
organized	originated	participated	performed	persuaded	pioneered
planned	predicted	prescribed	presented	presided	processed
produced	proficient at	programmed	promoted	proposed	received
recommended	recruited	reduced	reinforced	reorganized	repaired
responsible	reviewed	revised	rewrote	scheduled	simplified
solved	supervised	strengthened	taught	tested	translated
updated	wrote				

## ***Self Descriptive Words***

Self Descriptive Words are helpful in describing what you can do for an employer.

Use in Cover Letters and Interviews.

active	adaptable	ambitious	analytical	assertive	broad-minded
conscientious	consistent	constructive	creative	dependable	determined
diplomatic	disciplined	discreet	economical	efficient	energetic
enterprising	enthusiastic	extroverted	forceful	imaginative	independent
logical	loyal	mature	methodical	objective	optimistic
perceptive	personable	pleasant	positive	practical	productive
proficient	realistic	reliable	resourceful	self-reliant	sense of humor
sincere	systematic	talented	will relocate	will travel	

Be sure you can give examples to support these words and phrases.