

# 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	logged	recorded	supported
charted	mapped	researched	tabulated
documented	proved	substantiated	

### Did you provide something?

dispensed	installed	provided	supplied
distributed	offered	rendered	
fitted	performed	responded	
furnished	presented	submitted	

### Did you operate something?

conducted	handled	performed	repaired
controlled	implemented	troubleshoot	tended
fixed	maintained	ran	used
functioned	operated	rebuilt	worked

### Did you organize something?

arranged	collected	coordinated	prepared
assembled	connected	correlated	structured
categorized	combined	implemented	summarized
compiled	consolidated	organized	systematized

### Did you make decisions?

activated	approved	decided	resolved
adopted	concluded	determined	settled

### Were you responsible?

assured	ensured	protected	secured
confirmed	guaranteed	satisfied	inspected
delivered	guarded	safeguarded	



## 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	