

“Buzz Words” for Describing Your Experience

The following are action-oriented verbs you can use throughout your résumé, cover letter and personal presentations (including your “elevator pitch!”) to convey energy, accomplishment and demonstrated skill. Too often, job seekers unconsciously adopt a passive approach to describing their past experiences. Typical of this approach is the phrase “Responsibilities included...” Practically speaking, a prospective employer doesn’t want to know what you were supposed to do; s/he needs to know how you discharged the duties!

These words should lead works in phrases to tell what you really did to show what you are capable of taking on in the future. These are also the words that employers often use when they describe their needs in the positions they have to offer. This is certainly not an all-inclusive list, so use your own action verbs when you don’t find the right words here. This is just to get your wheels turning!

Accomplished	Constructed	Exhibited	Monitored	Repaired
Achieved	Continued	Expanded	Motivated	Reported
Acquired	Contracted	Expedited	Named	Represented
Adjusted	Controlled	Explained	Negotiated	Researched
Administered	Coordinated	Facilitated	Observed	Reviewed
Advised	Corrected	Financed	Obtained	Revised
Analyzed	Corresponded	Forecasted	Operated	Selected
Applied	Counseled	Formulated	Orchestrated	Served
Appraised	Created	Gathered	Ordered	Set
Arranged	Critiqued	Graded	Organized	Sketched
Assessed	Dealt	Guided	Participated	Sold
Assured	Decided	Handled	Perceived	Solved
Bought	Defined	Implemented	Performed	Sought
Briefed	Delegated	Improved	Persuaded	Specified
Brought	Delivered	Initiated	Planned	Spoke
Budgeted	Demonstrated	Inspected	Predicted	Studied
Calculated	Designed	Instructed	Prepared	Suggested
Catalogued	Determined	Insured	Presented	Summarized
Chaired	Developed	Interpreted	Processed	Supervised
Changed	Devised	Interviewed	Programmed	Targeted
Classified	Directed	Introduced	Prohibited	Taught
Closed	Dispensed	Investigated	Projected	Tested
Coached	Displayed	Joined	Promoted	Trained
Collected	Distributed	Kept	Purchased	Translated
Communicated	Edited	Led	Qualified	Treated
Compared	Enlisted	Licensed	Questioned	Updated
Computed	Ensured	Located	Rated	Watched
Completed	Entertained	Maintained	Recommended	Wrote
Conceived	Established	Managed	Recorded	
Concluded	Estimated	Measured	Recruited	
Conducted	Evaluated	Mediated	Rehabilitated	
Confronted	Examined	Modified	Related	