**Verbs to use for interviews and resumes in English**

**A**

| **Verb** | **Example Sentence** |
| --- | --- |
| accomplished | I've **accomplished** a lot in my current position. |
| acted | She's **acted as** head of the department. |
| adapted | I **adapt to** team working situations easily. |
| administered | I **administered** four committees. |
| advanced | I've **advanced** many new ideas. |
| advised | I **advised** management **on** purchasing decisions. |
| allocated | I **allocated** resources on a weekly basis. |
| analyzed | I **analyzed** financial data. |
| applied | I **applied** my knowledge **to** workflow. |
| approved | I **approved** new products for manufacturing. |
| Arbitrated \* | I **arbitrated** for Fortune 500 companies. |
| arranged | I **arranged** meetings. |
| assisted | I **assisted** the CEO. |
| attained | I **attained** the highest level of certification. |

**B-C**

| **Verb** | **Example Sentence** |
| --- | --- |
| blended | I blended traditional approaches with new insights. |
| brought | I brought a team player sensibility to the job. |
| built | We built more than 200 homes. |
| carried out | I carried out a wide range of duties. |
| cataloged | I cataloged our company's library. |
| collaborated | I've collaborated with more than fifty clients. |
| completed | I completed the highest level of the training. |
| conceived | I've conceived of numerous products. |
| conducted | I conducted telephone surveys. |
| constructed | I constructed prototypes for marketing. |
| consulted | I've consulted on a wide range of issues. |
| contracted | I've contracted with large and small businesses. |
| controlled | I controlled more than $40,000,000. |
| cooperated | I cooperated successfully on more than team projects. |
| coordinated | I coordinated between sales and marketing departments. |
| corrected | I edited and corrected company brochures. |
| counseled | I counseled clients on insurance policies. |
| created | I created more than twenty advertising campaigns. |

**D-E**

| **Verb** | **Example Sentence** |
| --- | --- |
| dealt | I've dealt with a wide variety of issues. |
| decided | I've decided I need to further my career. |
| decreased | I decreased spending while improving profits. |
| delegated | I've delegated tasks on a number of projects. |
| detected | I detected a number of mistakes. |
| developed | I developed an invention. |
| devised | I devised a plan to improve profits. |
| directed | I directed the sales department. |
| discovered | I discovered the reason. |
| distributed | We distributed throughout the country. |
| documented | I documented company policies. |
| doubled | We doubled profits in only two years. |
| edited | I edited company communications. |
| encouraged | We **encouraged** research and development. |
| engineered | I **engineered** a wide range of applications. |
| enlarged | I **enlarged** our community outreach. |
| escalated | We **escalated** the problems to the director. |
| established | I established company guidelines. |
| estimated | I estimated future costs. |
| evaluated | I **evaluated** investment opportunities. |
| examined | I examined sites for pollution. |
| expanded | I expanded our sales to Canada. |
| experienced | We experienced difficulties meeting the deadline. |
| explored | We explored a wide range of possibilities. |

**F-L**

| **Verb** | **Example Sentence** |
| --- | --- |
| facilitated | I **facilitated** an exchange of ideas between the companies. |
| finalized | I f**inalized** projections for the year. |
| formulated | I **formulated** answers to the questions. |
| founded | I've **founded** two companies. |
| functioned | I **functioned** as a liaison between management and employees. |
| guided | I **guided** operations through the process. |
| handled | I **handled** customer complaints. |
| headed | I **headed** an exploratory committee. |
| identified | I identified issues and reported back to management. |
| implemented | I implemented company plans. |
| improved | I improved the feedback process. |
| increased | We increased sales by over 50%. |
| initiated | I initiated investments into the latest technology. |
| inspected | We inspected more than two hundred companies. |
| installed | I installed air-conditioning units. |
| introduced | We introduced innovate products. |
| invented | The company invented double-sided tape. |
| investigated | I investigated customer complaints. |
| led | I **led** the sales department to its best year. |

**M-P**

| **Verb** | **Example Sentence** |
| --- | --- |
| maintained | I maintained the company database. |
| managed | I've managed more than five hundred employees. |
| moderated | I moderated negotiations between the two companies. |
| negotiated | I negotiated a better deal for the company. |
| operated | I've operated heavy machinery. |
| organized | I've organized many projects. |
| performed | I performed as company clerk. |
| pioneered | We pioneered new sound technologies. |
| planned | I **planned** company retreats. |
| prepared | I **prepared** documents for management. |
| presented | I presented at many conferences. |
| programmed | I **programmed** the company database. |
| promoted | I promoted employees in human resources. |
| provided | We provided feedback to management. |
| purchased | I **purchased** materials for the company. |

**R-Z**

| **Verb** | **Example Sentence** |
| --- | --- |
| recommended | I recommended cutbacks at the company. |
| recorded | I recorded notes during meetings. |
| recruited | We recruited the best talent. |
| redesigned | I **redesigned** company workflow. |
| repaired | I **repaired** watches for a few years. |
| replaced | I replaced the director after only six months. |
| restored | I restored the company to profitability. |
| reversed | We reversed the trend and grew. |
| reviewed | I reviewed company documents and made recommendations. |
| revised | I revised figures at the end of each quarter. |
| screened | I screened applicants during job interviews. |
| selected | I selected employees and assigned tasks. |
| serviced | We serviced all the buses in the area. |
| set up | I set up four branches. |
| stimulated | I stimulated discussion between departments. |
| strengthened | We strengthened sales abroad. |
| summarized | I summarized complex ideas so everyone could understand. |
| supervised | I **supervised** two teams on the project. |
| supported | I supported management with research. |
| tested | I **tested** a number of devices in the field. |
| trained | I trained employees. |
| transformed | We transformed the company in a short time. |
| upgraded | We upgraded our IT infrastructure. |
| validated | I validated customer claims. |