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Job Search Tools

Accomplishment Statements Action Verbs to Use

How 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

How did you discover something?

ascertained	discovered	perceived	solved
determined	found	pinpointed	uncovered
detected	identified	proved	verified
diagnosed	learned	recognized	

How did you evaluate something?

analyzed	compared	perceived	rated
appraised	evaluated	qualified	reasoned
assessed	judged	quantified	reviewed

How well did you understand something?

attributed	grasped	perceived	translated
discerned	interpreted	transcribed	

How did you start something?

activated	formed	initiated	opened
adopted	founded	instituted	originated
began	generated	introduced	started
established	implemented	launched	undertook

How did you finish something?

achieved	concluded	finalized	reached
accomplished	ended	finished	realized
attained	established	fulfilled	terminated
completed	executed		

How did you document something?

certified	logged	recorded	supported
charted	mapped	researched	tabulated
documented	proved	substantiated	

How did you supervise employees?

appointed	employed	hired	referred
awarded	enforced	interviewed	selected
enlisted	evaluated	nominated	staffed
elected	fired	recruited	terminated

How were you future-oriented?

estimated	deterred	predicted	projected
forecast	hypothesized	prevented	strategized

How 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
directed	influenced	ordered	supervised
facilitated	integrated	oversaw	used

How did you save the day?

averted	prevented	succeeded
diverted	salvaged	withstood
prevailed	saved	solved

How were you part of a team?

advised	conferred	fostered	participated
aided	consulted	helped	served
assisted	cooperated	joined	teamed with
collaborated	facilitated	met with	

How did you obtain something new?

acquired	expanded	purchased	secured
bought	obtained	raised	solicited
collected	procured	realized	
cultivated	produced	received	

How did you make something?

assembled	drew	made	programmed
built	engineered	painted	published
composed	fabricated	photographed	sketched
constructed	fashioned	prepared	used
drafted	formed	produced	worked

How did you provide something?

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

How did you operate something?

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

How did you organize something?

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

How did you make decisions?

activated	approved	decided	resolved
adopted	concluded	determined	settled



How were you accountable?

assured	ensured	protected	secured
confirmed	guaranteed	satisfied	inspected
delivered	guarded	safeguarded	



How 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			



How did you improve things?

advanced	enlarged	increased	surpassed
augmented	enriched	modernized	streamlined
corrected	expedited	reduced	treated
cultivated	extended	resolved	updated
developed	implemented	revitalized	upgraded
enhanced	improved	solved	



What new idea did you think of?

conceived	devised	invented	solved
conceptualized	discovered	originated	synergized
created	generated	perceived	synthesized
designed	improvised	pioneered	visualized
developed	innovated	shaped	



How did you communicate an idea?

communicated	lectured	related	submitted
demonstrated	modeled	reported	symbolized
displayed	persuaded	represented	verbalized
dramatized	presented	shared	wrote
explained	proposed	showed	
illustrated	publicized	spoke	



How did you explain?

defined	detailed	elucidated	explained
interpreted	deciphered	clarified	accounted for



How did you work with people?

advised	influenced	prescribed	trained
coached	informed	probed	tutored
convinced	inspired	recommended	mentored
counseled	instructed	reinforced	
educated	listened	rehabilitated	
facilitated	motivated	served	
guided	persuaded	taught	



How did you increase sales or territory?

advanced	developed	marketed	sold
advertised	expanded	opened up	
doubled	extended	promoted	
enlarged	increased	publicized	



What financial functions did you perform?

analyzed	checked	financed	reconciled
audited	collected	funded	safeguarded
balanced	computed	invested	solved
budgeted	dispensed	liquidated	took public
calculated	distributed	merged	



How did you save money, time, or resources?

conserved	decreased	minimized	saved
cut	eliminated	preserved	
economized	lowered	reduced	



What did you achieve?

accomplished	attained	gained	secured
achieved	completed	obtained	surpassed
acquired	contributed	realized	
advanced	enabled	reached	



When were you recognized with honors or awards?

acknowledged	awarded	elected	nominated
appointed	credited	granted	selected
assigned	designated	honored	won



When did you get results?

assured	enabled	influenced	resulted in
augmented	ensured	let to	reinforced
contributed	facilitated	promoted	strengthen
empowered	furthered	provided	