ACTION VERBS

When writing PAR statements, use these words to describe your Action.

COMMUNICATION
- Promoted
- Recruited
- Reported
- Responded
- Resolved
- Solicited
- Specified
- Spoke
- Summarized
- Translated
- Wrote

MARKETING/CREATIVE
- Acted
- Adapted
- Advertised
- Analyzed
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Directed
- Displayed
- Entertained
- Envisioned
- Established
- Fashioned
- Formulated
- Furnished
- Incorporated
- Influenced
- Interacted
- Interpreted
- Interviewed
- Involved
- Joined
- Judged
- L ectured
- Mediated
- Negotiated
- Observed
- Outlined
- Participated
- Persuaded
- Presented

BALANCED MANAGEMENT/LEADERSHIP
- Budgeted
- Calculated
- Computed
- Conserved
- Estimated
- Forecasted
- Measured
- Netted
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Solved

HELPING
- Adapted
- Advocated
- Answered
- Arranged
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Educated
- Encouraged
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Provided
- Referred
- Rehabilitated
- Simplified
- Supplied
- Supported
- Volunteered

SECURED ORGANIZATIONAL
- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Developed
- Direct
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Executed
- Generated
- Handled
- Headed
- Hired
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Merged
- Navigated
- Organized
- Oversaw
- Pioneered
- Planned
- Prioritized
- Recommended
- Restored
- Reviewed

DETECTED RESEARCH
- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued

Determined
- Diagnosed
- Evaluated
- Examined
- Terminated
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Organized
- Reviewed
- Reviewed
- Reviewed
- Resolved
- Surveyed
- Tested

ADVISED TEACHING
- Advised
- Clarified
- Conducted
- Critiqued
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Informed
- Instilled
- Instructed
- Motivated
- Taught
- Trained
- Tutored

ACCOMPANY PERSONAL
- Accurate
- Adaptable
- Approachable
- Articulate
- Autonomous
- Calm
- Capable
- Compassionate
- Confident
- Considerate
- Constructive
- Cooperative
- Creative
- Curious
- Decisive
- Dependable
- Determined
- Devoted
- Diligent
- Driven
- Efficient
- Eloquent
- Encouraging
- Energetic
- Ethical
- Flexible
- Focused
- Honest
- Impartial
- Independent
- Innovative
- Insightful
- Intuitive
- Logical
- Loyal
- Methodical
- Mindful
- Observant
- Open-minded
- Patient
- Persistent
- Proactive
- Prompt
- Punctual
- Rational
- Reliable
- Resilient
- Resourceful
- Responsive
- Sincere
- Trustworthy

trustworthy