**CAREER ACTION WORDS**

**Career Action words derived from your experience:**

Review the following lists, and select all the verbs that describe actions you performed in your career that are **relevant to your career objective/target**. At this point, do not try to remember specifically what it was you did. Instead, simply check all appropriate words. You may add to the list if needed.

|  |  |  |
| --- | --- | --- |
| When working with**DATA** I have… | When working with**PEOPLE** I have… | When working with **THINGS** I have… |
|  | Administered |  | Organized |  | Administered |  | Performed |  | Arranged |  | Installed |
|  | Analyzed |  | Planned |  | Advised |  | Persuaded |  | Assembled |  | Introduced |
|  | Arranged |  | Presented |  | Assisted |  | Presented |  | Balanced |  | Invented |
|  | Assembled |  | Processed |  | Coached |  | Produced |  | Bargained |  | Made |
|  | Assessed |  | Promoted |  | Communicated |  | Protected |  | Built |  | Modernized |
|  | Authored |  | Programmed |  | Conducted |  | Provided |  | Centralized |  | Opened |
|  | Balanced |  | Proved |  | Consulted |  | Reconciled |  | Conceived |  | Operated |
|  | Budgeted |  | Provided |  | Counseled |  | Recruited |  | Conserved |  | Organized |
|  | Calculated |  | Publicized |  | Decided |  | Reduced |  | Consolidated |  | Originated |
|  | Co-Authored |  | Published |  | Delegated |  | Represented |  | Constructed |  | Pioneered |
|  | Compiled |  | Read |  | Demonstrated |  | Resolved |  | Converted |  | Presented |
|  | Completed |  | Recorded |  | Determined |  | Restructured |  | Created |  | Produced |
|  | Composed |  | Reconciled |  | Directed |  | Scheduled |  | Cut Costs |  | Purchase |
|  | Computed |  | Refined |  | Eliminated |  | Served |  | Demonstrated |  | Reconstructed |
|  | Condensed |  | Reorganized |  | Enforced |  | Shared |  | Designed |  | Redesigned |
|  | Converted |  | Reported |  | Established |  | Showed |  | Determined |  | Reduced |
|  | Coordinated |  | Researched |  | Expedited |  | Staffed |  | Developed |  | Repaired |
|  | Corrected |  | Revised |  | Facilitated |  | Supervised |  | Devised |  | Restructured |
|  | Defined |  | Setup |  | Guided |  | Taught |  | Eliminated |  | Shaped |
|  | Designed |  | Simplified |  | Headed |  | Tended |  | Established |  | Strengthened |
|  | Determined |  | Sorted |  | Hired |  | Tested |  | Expanded |  | Tended |
|  | Developed |  | Standardized |  | Initiated |  | Tested |  | Fabricated |  | Tested |
|  | Edited |  | Streamlined |  | Instructed |  | Trained |  | Formed |  | Upgraded |
|  | Evaluated |  | Systematized |  | Learned |  | Traveled |  | Founded |  |  |
|  | Formulated |  | Synthesized |  | Led |  | Unified  |  | Generated |  |  |
|  | Identified |  | Tracked |  | Managed |  |  |  | Guided |  |  |
|  | Integrated |  | Updated |  | Motivated |  |  |  | Handled |  |  |
|  | Interpreted |  | Verified |  | Negotiated |  |  |  | Improved |  |  |
|  | Marketed |  | Wrote |  | Operated |  |  |  | Innovated |  |  |
|  | Modified |  |  |  | Organized |  |  |  | Inspected |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |