

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	