

## Action Verbs & Keywords

# Hospitality, Tourism, Sports & Recreation



CAREER SERVICES

### Action Verbs

Answered	Executed	Registered
Arranged	Greeted	Researched
Assembled	Informed	Reviewed
Assigned	Interviewed	Scheduled
Collected	Influnced	Secured
Communicated	Initated	Selected
Conceptualized	Investigate	Served
Confered	Maintained	Set
Confirmed	Managed	Shaped
Consulted	Monitored	Showcased
Contacted	Negotiated	Showed
Coordinated	Observed	Sold
Created	Operated	Solicited
Described	Order	Strategized
Designed	Organized	Streamlined
Developed	Partnered	Supervised
Directed	Performed	Taught
Displayed	Planned	Tested
Engaged	Prepared	Toured
Enhanced	Promoted	Trained
Escorted	Provided	Translated
Established	Reccomended	Validated
Estimated	Recorded	Visualized

### Keywords

Advertising	Hotel	Relationships
Agenda	Housekeeping	Renovation
Audio-Visual	Inventory	Resort
Catering	Itinerary	Revenue Planning
Client	Liasion	Room Rates
Complaint	Management	Safety
Conference	Marketing	Satisfaction
Contract	Media	Schedule
Cost Control	Occupancy	Service
Customer	Operations	Sightseeing
Destination	Packaging	Signage
Detail-Oriented	Personal Service	Special Events
Food & Beverage	Plans	Sponsor
Greet	Property Development	Sporting Events
Guest Servies	Publicity	Tariff Booklets
Guests	Regulations	Tour Packages