



### ACTION WORDS

Use action words to get your point across clearly, efficiently, and with impact. Here are a few suggestions, listed by functional areas, to help you get started.

#### ADMINISTRATION & OPERATIONS

- Arrange
- Categorize
- Collect
- Compile
- Correspond
- Distribute
- Document
- File
- Generate
- Implement
- Log
- Maintain
- Monitor
- Obtain
- Operate
- Order
- Organize
- Prepare
- Provide
- Purchase
- Record
- Reserve
- Respond
- Review
- Schedule
- Submit

#### ANALYTICAL/ BUSINESS

- Administer
- Allocate
- Analyze
- Appraise
- Audit
- Balance
- Budget
- Calculate
- Compare

- Correct
- Estimate
- Factor
- Forecast
- Invoice
- Project
- Reconcile
- Reduce

#### ARTISTIC

- Act
- Adapt
- Conceptualize
- Create
- Customize
- Design
- Develop
- Direct
- Display
- Draw
- Entertain
- Formulate
- Illustrate
- Integrate
- Invent
- Model
- Modify
- Perform
- Photograph

#### DATA ANALYSIS

- Analyze
- Clarify
- Collect
- Compare
- Conduct
- Critique
- Detect
- Diagnose
- Evaluate

- Examine
- Experiment
- Explore
- Extract
- Gather
- Identify
- Inspect
- Invent
- Investigate
- Measure
- Solve
- Summarize
- Survey
- Test

#### INSTRUCTION & TRAINING

- Advise
- Assess
- Assist
- Coach
- Coordinate
- Counsel
- Critique
- Educate
- Enable
- Encourage
- Evaluate
- Explain
- Facilitate
- Teach/Train
- Tutor

#### MANAGEMENT & LEADERSHIP

- Administer
- Analyze
- Appoint
- Approve
- Authorize

- Consolidate
- Contract
- Coordinate
- Decide
- Delegate
- Eliminate
- Enforce
- Enhance
- Execute
- Generate
- Hire
- Improve
- Incorporate
- Increase
- Initiate
- Manage
- Merge
- Motivate
- Oversee
- Prioritize
- Produce
- Recommend
- Replace
- Review
- Schedule

#### NETWORKING

- Address
- Advertise
- Collaborate
- Communicate
- Contact
- Direct
- Formulate
- Influence
- Interpret
- Invite
- Market
- Mediate/Moderate
- Negotiate

- Persuade
- Present
- Promote
- Recruit
- Represent
- Solicit
- Transcribe
- Translate

#### TECHNICAL

- Adapt
- Assemble
- Build
- Calculate
- Compute
- Conserve
- Construct
- Convert
- Debug
- Design
- Determine
- Develop
- Engineer
- Fabricate
- Fortify
- Install
- Maintain
- Operate
- Overhaul
- Program
- Rectify
- Regulate
- Remodel
- Repair
- Replace
- Restore
- Solve
- Specialize
- Standardize
- Upgrade
- Utilize



## ATTRIBUTES & ADJECTIVES

Use attributes and adjectives to enhance your point and create impact. Here are a few suggestions to help you get started.

### ATTRIBUTES

Adaptable  
 Ambitious  
 Balanced  
 Candid  
 Communicative  
 Compassionate  
 Consistent  
 Cooperative  
 Courageous  
 Curious  
 Devoted  
 Diplomatic  
 Enterprising  
 Enthusiastic  
 Entrepreneurial  
 Exciting  
 Focused  
 Forgiving  
 Generous  
 Genuine  
 Good listener  
 Helpful  
 Imaginative  
 Incredible

Independent  
 Industrious  
 Insightful  
 Knowledgeable  
 Logical  
 Mediator  
 Modest  
 Open Minded  
 Organized  
 Original  
 Outgoing  
 Particular  
 Patient  
 Perceptive  
 Personable  
 Pleasant  
 Political  
 Positive  
 Powerful  
 Practical  
 Professional  
 Quality  
 Quick  
 Responsible  
 Results-driven

Results-oriented  
 Sensible  
 Sincere  
 Skilled  
 Social Consciousness  
 Understanding

### ADJECTIVES

Committed  
 Dedicated  
 Determined  
 Devoted  
 Passionate  
 Driven  
 Motivated  
 Flexible  
 Innovative  
 Thoughtful  
 Skilled  
 Strong  
 Productive  
 Hardworking  
 Caring  
 Detail

Detail-orientated  
 Thorough  
 Persistent  
 Loyal  
 Self-Starter  
 Dynamic  
 Energetic  
 Talented  
 Empathic  
 Excited  
 Confident  
 Efficient

## EXAMPLE: Results-Oriented & Productive

### Weak:

Streamlined processes and results-oriented.

### Powerful:

Reduced overhead cost by 200k and increased productivity over 50% by streamlining processes and training a team of 15.