

Effective Action Words

The following verbs will help you best describe your experience in an "action-oriented" fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner.

Leadership and Management

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Promoted	
Explained	Managed	Recommended	

Administrative and Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Scheduled
Coordinated	Formalized	Planned	Streamlined
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

Communication and Interpersonal

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Scheduled
Authored	Educated	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

Technical and Analytical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecast	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

Creative and Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Restored
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	

Counseling and Helping

Aided	Contributed	Helped	Supported
Assisted	Counseled	Instilled	Treated
Attended	Facilitated	Mentored	Tutored
Collaborated	Fostered	Provided	
Comforted	Guided	Settled	

Marketing and Sales

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

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60% of the federal civilian work force will be eligible to retire within the next 10 years.

This is good for you AND your career search.

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