

# ACTION VERBS

Review these verbs to help you brainstorm tasks that you performed in both engineering and non-engineering roles. This will help you to create better bullet points to describe your jobs, internships, projects, volunteer work, etc.

**Achievement:** Accelerated, advanced, accomplished, attained, competed, completed, earned, effected, executed, expanded, generated, honored, improved, increased, insured, mastered, obtained, orchestrated, pioneered, produced, published, reduced, reorganized, represented, simplified, sold, succeeded, surpassed, transformed, transitioned, upgraded, won.

**Administrative:** Administered, arranged, aligned, channeled, collected, coordinated, dispensed, distributed, established, eliminated, enforced, escalated, made, maintained, negotiated, obtained, offered, ordered, outlined, originated, performed, processed, provided, rendered, retrieved, reviewed, recognized, served, sourced, supported, scheduled, screened, submitted, standardized, validated, verified.

**Communication:** Addressed, articulated, briefed, clarified, communicated, corresponded, conducted, delivered, demonstrated, edited, entertained, explained, interviewed, informed, marketed, mediated, negotiated, persuaded, promoted, reported, responded, reasoned, reviewed, suggested, taught, translated, transcribed, wrote.

**Creative:** Acted, authored, changed, combined, conceptualized, constructed, created, customized, designed, developed, displayed, drafted, established, endured, fabricated, fashioned, formulated, founded, generated, illustrated, implemented, incorporated, integrated, imagined, improvised, influenced, introduced, invented, launched, listened, modified, originated, performed, restored, revamped, revised, revitalized, rejuvenated, shaped, staged, updated, visualized.

**Financial:** Allocated, accounted, adjusted, analyzed, appraised, audited, balanced, budgeted, calculated, computed, corrected, disbursed, decreased, estimated, figured, financed, merchandised, projected, purchased, quantified, reconciled, reduced, recorded, spent, tabulated, utilized.

**Help/Teach:** Advised, advocated, answered, brought, coached, collaborated, contributed, counseled, consulted, educated, empowered, encouraged, ensured, expedited, facilitated, furthered, guided, intervened, mentored, motivated, modeled, provided, presented, referred, resolved, repaired, supplied, supported, taught, tutored, volunteered.

**Lead/Manage:** Acquired, approved, assigned, chaired, contracted, decided, delegated, directed, drove, enlisted, enabled, governed, handled, hosted, held, headed, initiated, instructed, interpreted, joined, managed, led, leveled, leveraged, oversaw, recruited, retained, selected, spearheaded.

**Plan/Organize:** Anticipated, catalogued, classified, collected, edited, eliminated, deployed, filed, formatted, filled, formalized, grouped, kept, logged, monitored, organized, planned, rotated, structured.

**Research/Analytical:** Assessed, categorized, classified, compared, compiled, critiqued, defined, determined, discovered, evaluated, examined, explored, extrapolated, found, inspected, investigated, identified, located, measured, manipulated, observed, recommended, researched, recorded, search, studied, surveyed, updated.

**Technical:** Adapted, adjusted, applied, assembled, built, coded, compared, designed, diagnosed, experimented, extracted, engineered, installed, isolated, logged, maintained, measured, modified, netted, operated, prescribed, proved, patented, programmed, reinforced, repaired, solved, specified, standardized, tested,