

IMPACTFUL ACTION WORDS

Use present tense for current experiences and past tense for experiences that have ended.

CREATIVITY

Abstracted
Adapted
Advertised
Animated
Arranged
Assembled
Built
Composed
Conceptualized
Constructed
Crafted
Created
Critiqued
Customized
Designed
Developed
Displayed
Engineered
Fabricated
Fashioned
Generated
Illustrated
Imagined
Improvised
Innovated
Installed
Integrated
Invented
Marketed
Painted
Performed
Photographed
Programmed
Publicized
Remodeled
Repaired
Shaped
Sketched
Synthesized
Visualized
Wrote

INTERPERSONAL SKILLS

Advised
Advocated

Aided
Arbitrated
Assisted
Attended to
Co-authored
Collaborated
Communicated
Consulted
Contributed
Cooperated
Counseled
Demonstrated
Encouraged
Enlisted
Explained
Expressed
Fostered
Guided
Helped
Influenced
Informed
Inspired
Interpreted
Listened
Mediated
Motivated
Negotiated
Participated
Persuaded
Promoted
Provided
Recommended
Referred
Represented
Resolved
Supported

LEADERSHIP

Administered
Approved
Authorized
Chaired
Coached
Coordinated
Decided
Delegated
Directed
Enforced

Facilitated
Founded
Handled
Headed
Implemented
Initiated
Launched
Led
Mentored
Managed
Oversaw
Supervised
Taught
Trained

PRODUCTIVITY

Analyzed
Anticipated
Assessed
Assigned
Bolstered
Budgeted
Calculated
Cataloged
Classified
Collected
Compared
Compiled
Completed
Computed
Conducted
Conserved
Contracted
Controlled
Correlated
Cultivated
Decreased
Delivered
Determined
Diagnosed
Discovered
Documented
Ensured
Established
Evaluated
Executed
Examined
Exceeded

Excelled
Expanded
Expedited
Experimented
Fixed
Formulated
Gathered
Handled
Identified
Improved
Increased
Inspected
Investigated
Issued
Logged
Maintained
Maximized
Minimized
Modified
Monitored
Operated
Organized
Planned
Predicted
Prepared
Prioritized
Processed
Proposed
Produced
Published
Reasoned
Recorded
Related
Reported
Resolved
Responded
Reviewed
Revitalized
Simplified
Solved
Streamlined
Strengthened
Submitted
Summarized
Surveyed
Systemized
Tested
Updated