**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

### ARTISTIC

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

- 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

### 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

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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

**ADJECTIVES**
- 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-oriented
- Sensible
- Sincere
- Skilled
- Social Consciousness
- Understanding
- Committed
- Dedicated
- Determined
- Devoted
- Passionate
- Driven
- Motivated
- Flexible
- Innovative
- Thoughtful
- Skilled
- Strong
- Productive
- Hardworking
- Caring
- Efficient
- Detail-orientated
- Thorough
- Persistent
- Loyal
- Self-Start
- 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.