Buzz Words

Use strong verbs to describe your work experience.

Courtesy of the National Park Service.

accomplished determined achieved developed acquired devised adiusted directed drafted administered edited advised analyzed enlisted applied ensured appraised established estimated arranged assessed evaluated assisted expanded expedited assured explained bought briefed financed brought forecast budgeted formulated cataloged gathered changed graded chaired guided classified handled implemented closed communicated improved compared initiated completed inspected conceived instructed concluded insured conducted interpreted continued interviewed contracted introduced controlled investigated coordinated joined corrected kept led counseled critiqued licensed dealt maintained decided managed modified defined delegated monitored delivered named demonstrated negotiated

observed

designed

ordered organized participated perceived performed persuaded planned prepared presented processed programmed prohibited projected promoted purchased qualified rated recommended related reported researched reviewed revised selected set solved souaht specified spoke studied suggested summarized supervised targeted taught tested trained

translated

treated

updated

wrote