

BUZZWORDS

Your working experience should be described with strong verbs. The following list may be helpful.

accomplished	corrected	improved	projected
achieved	counseled	initiated	promoted
acquired	critiqued	inspected	purchased
adjusted	dealt	instructed	qualified
administered	decided	insured	rated
advised	defined	interpreted	recommended
analyzed	delegated	interviewed	related
applied	delivered	introduced	reported
appraised	demonstrated	investigated	researched
arranged	designed	joined	reviewed
assessed	determined	kept	revised
assisted	developed	led	selected
assured	devised	licensed	set
bought	directed	maintained	solved
briefed	drafted	managed	sought
brought	edited	modified	specified
budgeted	enlisted	monitored	spoke
cataloged	ensured	named	studied
changed	established	negotiated	suggested
chaired	estimated	observed	summarized
classified	evaluated	ordered	supervised
closed	expanded	organized	targeted
communicated	expedited	participated	taught
compared	explained	perceived	tested
completed	financed	performed	trained
conceived	forecast	persuaded	translated
concluded	formulated	planned	treated
conducted	gathered	prepared	updated
continued	graded	presented	wrote
contracted	guided	processed	
controlled	handled	programmed	
coordinated	implemented	prohibited	