acted

accomplished

adapted

administered

advanced

advised

allocated

analyzed

applied

approved

arbitrated

arranged

assisted

attained

blended

brought

built

carried out

catalogued

changed

classified

collaborated

compared

completed

computed

conceived

conducted

constructed

consulted

contracted

controlled

cooperated

coordinated

corrected

counseled

created

dealt

decided

decreased

defined

delegated

derived

designated

detected

developed

devised

directed

discovered

distributed

documented

doubled

edited

encouraged

engineered

enlarged

escalated

established

estimated

evaluated

examined

expanded

experienced

explored

facilitated

finalized

formulated

founded

functioned

governed

grouped

guided

handled

harmonized

harnessed

headed

identified

implemented

improved

increased

indexed

initiated

inspected

installed

instituted

interpreted

introduced

invented

investigated

justified

led

localized

located

made

managed

maintained

mechanized

merged

moderated

motivated

negotiated

opened

operated

organized

originated

overcame

perceived

performed

pioneered

planned

prepared

presented

presided

processed

programmed

promoted

provided

purchased

raised

recommended

recorded

recruited

rectified

redesigned

repaired

replaced

restored

reversed

reviewed

revised

saved

screened

selected

serviced

set up

solved

sorted

sparked

specified

started

stimulated

strengthened

summarized

supervised

supported

systematized

tested

trained

transacted

transcribed

transformed

tripled

upgraded

validated

varied

verified

vitalized

won

wrote

**To describe your skills the following adjectives are useful**

accurate

active

adaptable

adept

broad-minded

competent

conscientious

creative

dependable

determined

diplomatic

discreet

efficient

energetic

enterprising

enthusiastic

experienced

fair

firm

genuine

honest

innovative

logical

loyal

mature

methodical

motivated

objective

outgoing

personable

pleasant

positive

practical

productive

reliable

resourceful

self disciplined

sense of humor

sensitive

sincere

successful

tactful

trustworthy

Use these verbs and adjectives and really sell yourself in a short 2-3 minute description of yourself geared to getting hired. Use 8 of the verbs or adjectives.

You only have a few minutes to show how good you really are. By using this precise vocabulary and being confident can help you make the best impression possible.