Action Words for Engineering

**Note:** Use present tense of verb for current roles/experiences (e.g. Administer, Conduct, Design, Edit, Promote, etc.)

**Accomplishment:** Achieved, Designed, Elected to, Established, Executed, Expanded, Generated, Handled, Implemented, Improved, Optimized, Pioneered, Reduced (losses), Resolved, Restored, Transformed

**Administrative Skills:** Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Oversaw, Prepared, Planned, Purchased, Supervised


**Counseling/Helping Skills:** Accompanied, Adopted, Advocated, Affected, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Devoted, Diagnosed, Educated, Enlarged, Ensured, Executed, Expended, Expedited, Facilitated, Familiarized, Fortified, Guided, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Shared, Suggested, Supplied

**Creative Skills:** Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

**Financial Skills:** Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased, Researched, Sold

**Function/Task:** Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Updated


Technical Skills: Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated, Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Translated, Upgraded, Wrote

Time Management Skills: Administered, Consolidated, Developed, Directed, Generated, Improved, Increased, Initiated, Promoted, Reduced

Training Skills: Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

Type Of Experience: Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied