

## TRAITS / QUALITIES / ACTION VERBS

Traits and qualities tend to be the things that distinguish you from others. They are what make you unique and, in terms of job seeking, they are what make up your "brand". **Circle or highlight the words that best describe you.**

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Accelerate	Articulate	Chaired	Consult
Accentuate	Artistic	Champion	Continue
Accommodate	Ascertain	Change	Contract
Accomplish	Assemble	Charming	Control
Account for	Assertive	Chart	Convert
Accurate	Assess	Checked	Convey
Achieve	Assigned	Cheerful	Convinced
Acquire	Assist	Chopped	Cooperative
Acted as	Assumed	Chose	Coordinate
Active	Assured	Clarify	Copied
Adapt	Attained	Classify	Correct
Adaptable	Attended	Cleared up	Corresponded
Added	Attracted	Clear-thinking	Corroborate
Address	Audited	Clever	Counsel
Adjudicate	Augment	Close	Courageous
Adjusted	Authenticate	Coach	Craft
Administered	Author	Collaborate	Create
Advance	Authorize	Collect	Creative
Adventurous	Automated	Combined	Critique
Advice	Awarded	Command	Crystallize
Advocate	Balance	Commercialize	Curious
Aggressive	Believe	Commoditize	Curtail
Aided	Bestow	Communicate	Customized
Align	Bolstered	Compare	Cut
Allocated	Boosted	Compel	Decided
Alphabetized	Brainstorm	Competent	Decipher
Alter	Brief	Compile	Decrease
Ambitious	Brought	Complete	Dedicated
Analyze	Budget	Composed	Define
Anchor	Build	Compute	Delegate
Anticipated	Calculate	Conceive	Deliver
Apply	Calm	Conceptualize	Demonstrate
Appoint	Capable	Conclude	Dependable
Appraised	Capitalize	Conduct	Deploy
Appreciate	Capture	Confident	Derive
Approved	Careful	Conscientious	Design
Arbitrate	Catalog	Conservative	Detail
Architect	Catapult	Conserve	Detect
Arrange	Caused	Consolidate	Determine
Articulate	Centralize	Construct	Determined

Develop	Encourage	Farsighted	Honest
Devise	Endeavor	Fashioned	Honor
Diagnosed	Endorse	Fast learner	Housed
Differentiate	Endure	Filed	Hypothesize
Dignified	Energetic	Finalize	Identify
Diminished	Energize	Finance	Illustrate
Direct	Enforce	Firm	Imaginative
Discern	Engineer	Flexible	Imagine
Discover	Enhance	Followed through	Implement
Discreet	Enjoyed	Followed up	Import
Dispatched	Enlarged	Forecast	Improve
Dispense	Enlist	Foresaw	Improvise
Display	Enliven	Forge	Incorporated
Distinguish	Ensure	Form	Increase
Distribute	Entered	Formalize	Independent
Diversify	Enterprising	Formulate	Indicated
Divert	Enthusiastic	Foster	Industrious
Document	Entrench	Found	Influence
Dominate	Equalize	Gain	Inform
Double	Establish	Gathered	Initiate
Draft	Estimate	Generate	Innovate
Dramatized	Evaluate	Good with numbers	Innovative
Drew up	Examine	Good-natured	Inspect
Drive	Exceed	Govern	Inspire
Eager	Excelled	Graded	Install
Earn	Execute	Graduate	Institute
Easy going	Exercised	Greeted	Instruct
Edit	Exhibit	Guide	Insured
Educate	Exhort	Halt	Integrate
Effect	Expand	Handle	Intelligent
Effectuate	Expedite	Handle complaints	Intensify
Efficient	Experiment	Hastened	Interpret
Elect	Explained	Head	Interview
Elevate	Explode	Heightened	Introduce
Eliminate	Explore	Helped	Intuitive
Emphasize	Export	Helpfulness	Invent
Emphatic	Extracted	High energy level	Inventive
Employed	Extricate	Highlighted	Inventory
Empower	Fabricated	Hire	Investigate
Enabled	Facilitate		Involved
Enact	Familiarized		Judge

Justify	Named	Pilot	Qualify
Labored	Navigate	Pinpoint	Quality minded
Launch	Neat	Pioneer	Quantify
Lead	Negotiate	Placed	Query
Lecture	Netted	Plan	Question
Led	Network	Pleasant	Quickened
Leverage	Nominate	Policed	Raise
License	Normalize	Position	Rate
Listen	Obfuscate	Practical	Ratify
Lobbied for	Observant	Precise	Realign
Locate	Observe	Predict	Realistic
Logical	Obtain	Prepare	Realized
Lower	Offer	Prescribe	Reallocated
Loyal	Officiate	Present	Reasonable
Made	Opened	Preside	Rebuild
Maintain	Open-minded	Prevailed	Recapture
Manage	Operate	Prioritized	Receive
Manipulate	Optimistic	Process	Recognize
Manufacture	Optimize	Processed	Recommend
Map	Orchestrate	Procure	Reconcile
Mapped out	Ordered	Produce	Record
Market	Organize	Professional	Recruit
Master	Organized	Profited	Recycle
Mastermind	Orient	Program	Redesign
Mature	Originate	Progress	Reduce
Maximize	Outgoing	Progressive	Reengineer
Measure	Outsource	Project	Referred
Mediate	Overcame	Project manage	Reflective
Mentor	Overcome	Proliferate	Regain
Merge	Overhaul	Promote	Regulate
Met	Oversaw	Proofed	Rehabilitate
Methodical	Oversee	Propel	Reinforce
Meticulous	Participate	Propose	Rejuvenate
Minimize	Partner	Prospect	Related
Model	Patient	Protected	Relaxed
Moderate	Perceive	Prove	Reliable
Modify	Perfect	Provide	Remedy
Monetize	Perform	Publicize	Remodeled
Monitor	Persistent	Punctual	Render
Motivate	Persuade	Purchase	Renegotiate
Multi-task	Persuasive	Purify	Renew

Renovate	Set	Summarize	Unify
Reorganize	Set goals	Supervise	Unite
Repair	Set up	Supplement	Update
Report	Shaped	Supply	Upgrade
Reposition	Shepherd	Support	Use
Represent	Shipped	Surmounted	Utilize
Rescued	Shored up	Surpass	Versatile
Research	Showed	Surveyed	Warm
Resolve	Simplify	Synergize	
Resourceful	Sincere	Synthesize	
Respond	Slash	Systematize	
Responsible	Smoothed	Tabulate	
Restore	Sociable	Tactful	
Restructure	Sold	Target	
Resulted in	Solicited	Taught	
Retain	Solidify	Teach	
Retrieve	Solve	Team player	
Returned	Sought	Terminate	
Reuse	Spark	Test	
Revealed	Speak	Thorough	
Review	Spearhead	Thoughtful	
Revise	Specify	Thwart	
Revitalize	Spoke	Tightened	
Rewrote	Spontaneous	Tolerant	
Sanctify	Stable	Took over	
Satisfy	Standardize	Tracked	
Saved	Started	Train	
Schedule	Steer	Transcribe	
Scientific	Stimulate	Transfer	
Scouted	Stopped	Transform	
Screened	Straight forward	Transition	
Scrutinized	Strategize	Translate	
Secure	Streamline	Treated	
Select	Strengthen	Trim	
Self reliant	Strong minded	Troubleshoot	
Sense of humor	Structure	Trusting	
Sensible	Study	Trustworthy	
Sensitive	Submitted	Tutored	
Separate	Substantiate	Type	
Serve	Succeed	Uncovered	
Service	Suggest	Understanding	