

## Resume Verbs

Use the list below to help you get started thinking about action words to use on your resume.

Achieved	Adapted	Addressed	Administered	Advised
Analyzed	Arranged	Assembled	Assessed	Assisted
Attained	Audited	Budgeted	Calculated	Classified
Coached	Collected	Communicated	Compiled	Composed
Computed	Conducted	Consolidated	Constructed	Consulted
Coordinated	Counseled	Created	Critiqued	Defined
Designed	Detected	Determined	Devised	Diagnosed
Directed	Discovered	Displayed	Earned	Edited
Eliminated	Enforced	Established	Estimated	Evaluated
Examined	Expanded	Explained	Experimented	Financed
Formulated	Gathered	Generated	Grossed	Guided
Handled	Hypothesized	Identified	Illustrated	Implemented
Improved	Increased	Influenced	Initiated	Inspected
Installed	Instituted	Instructed	Interpreted	Interviewed
Invented	Investigated	Lectured	Managed	Marketed
Mediated	Modeled	Monitored	Motivated	Negotiated
Obtained	Operated	Ordered	Organized	Oversaw
Performed	Persuaded	Photographed	Planned	Prepared
Presented	Printed	Processed	Produced	Projected
Promoted	Proofread	Provided	Publicized	Purchased
Received	Recommended	Reconciled	Recorded	Recruited
Reduced	Referred	Refined	Rehabilitated	Repaired
Reported	Represented	Researched	Resolved	Responded
Restored	Retrieved	Reviewed	Scheduled	Selected
Solved	Sorted	Studied	Summarized	Supervised
Supplied	Surveyed	Tested	Trained	Transcribed
Translated	Traveled	Tutored	Upgraded	Utilized
Wrote				

Interview Questions – [www.quintcareers.com](http://www.quintcareers.com)

Here is one list of sample behavioral-based interview questions:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).