

Action-Verb Phrases

Use any of the following action verb phrases to add to your descriptions of past occupations:

- Assisted in the coordination of...
- Compiled data for...
- Handled sales volume of...
- Improved...resulting in...
- Initiated and implemented new...
- Received extensive training in...
- Led marketing and selling...
- Increased sales by...
- Maintained appearance of...
- Oversaw the production of...
- Greeted customers with enthusiasm...
- Improved...resulting in...

Write out ways to phrase previous work experiences using action-verb phrases: