

## **GOOD EXAMPLES OF ACTION VERB STATEMENTS**

- Planned and scheduled people and materials, delegating work effectively.
- Encouraged a conscientious effort to work with people in a team-oriented process, to produce an attractive salable product.
- Supervised difficult people with empathy.
- Diagnosed production needs and problems
- Designed and implemented effective quality control programs.
- Rewrote procedures and operations simply and clearly.
- Tested all materials to chemical laboratory specs by reading gauges and instruments.
- Wrote new formulas for the blending department.
- Maintained accurate and detailed numerical records
- Trained new employees in quality control, warehousing, and packaging.
- Explained difficult ideas and concepts in a way that is easy to understand.
- Presented written and spoken information in a logical step-by-step fashion that built a solid foundation for future learning.
- Assessed learning styles of individuals to tailor the training to their needs.
- Hired and supervised three employees in mowing and caring for 15 neighbors' lawns
- Netted \$1500 after costs in three months with 100% return customers the following summer
- Organized and motivated committee of 8 classmates to raise \$2000 for the Senior Prom
- Planned and executed successful evening with over 400 in attendance
- Proposed and executed numerous successful ideas to improve restaurant operations
- Recognized as "Employee of the Month" four times for success in streamlining restaurant operations
- Developed software for emerging-growth medical instrumentation firm