

Key verbs for job interviews

<i>accomplished</i>	It means that you finished something successfully.
I've accomplished a lot in my current position.	

<i>reported to (someone)</i>	If you report to someone at work this person is in charge of you and is responsible for telling you what to do. It may be your manager or chief executive. It depends on the position you have at the company.
I reported to my line manager.	

<i>be responsible for</i>	If you are the responsible one, everyone is depending on you to take care of it. And if something goes wrong it's all your fault.
I am responsible for all decisions made in my department.	

<i>deal with smth</i>	If you deal with something you take the necessary steps to solve the problem.
I have to deal with any customer inquiries (questions) or complaints.	

<i>produced</i>	If you produce something you create or make it using a lot of skill or effort.
My main duty was to produce written feedback reports for HR.	

<i>delivered</i>	If you deliver something you are bringing or carrying out something that was expected. Deliver refers to some positive result you've brought.
I delivered projects on time and within the budget.	

<i>interacted</i>	If you interact with somebody you communicate and react to the people you are involved with.
I interacted effectively with employees at all levels.	

<i>coordinated</i>	If you coordinate you are about getting things in order and making people involved, working together effectively. In other words, you are good at organizing, planning, and strategizing.
When the software development of our new product was delayed I coordinated the team and managed to get the schedule back on track.	

<i>trouble-shot</i>	When you troubleshoot you solve problems usually by tracking down their sources.
Our team successfully troubleshoot the main issues in a short period of time.	

<i>handled</i>	If you can handle something you are able to deal successfully with some work, situation, or information.
I handled the accounts on a day-to-day basis.	

<i>carried out</i>	Use this verb when you did, fulfilled, or completed some activity or a job.
I carried out a wide range of duties such as reviews, business analyses, and audits.	

<i>implemented</i>	If you make something such as an idea, plan, program, or strategy to work and be used, you implement it.
I designed and implemented marketing campaigns in social media, direct mail, and email.	

<i>managed</i>	To manage is to skillfully handle something. The verb manage also means to supervise people or things at work.
I managed content for all our websites and social media. I've managed more than 100 employees.	

<i>organized</i>	When you organize you prepare an activity or event, and you make plans and arrangements.
I've organized many projects.	

<i>attained</i>	To attain means to reach or succeed in getting something.
I attained the highest level of certification.	

<i>upgraded</i>	When you upgrade something you make improvements to this thing or exchange it for a better version.
We upgraded our IT infrastructure.	

<i>provided</i>	To provide means to give something to someone because they need it or want it.
I provided feedback to our manager.	

<i>promoted</i>	If you work for a marketing company your job is to promote new products and persuade people to buy and use them. Another meaning is to give someone a job at a higher level.
I promoted the use of computers at school. I was promoted to senior group manager.	

<i>planned</i>	When you plan something you have a clear idea of what you want and you think about how to achieve your aim.
I planned the company's budget.	

<i>negotiated</i>	When you negotiate you try to work out an agreement between two sides so you give something and take something out of the deal.
I negotiated a better contract for the company.	

<i>delegated</i>	When you are overworked you can give a part of your duties or responsibilities to someone else, so that they do it for you.
I've delegated tasks on a number of projects.	

<i>improved</i>	When you improve something you make it better.
I improved the feedback process between the departments.	

<i>initiated</i>	If you initiate you make something start or begin.
I initiated investments in a new project.	

<i>replaced</i>	When something stops working it's high time to replace it to put something new in the place of something old.
I replaced old computers in the office.	

<i>operated</i>	You can use this verb for all kinds of work.
I've operated the heavy machinery.	

<i>maintained</i>	When you maintain something you keep it the same. When you maintain your car in a good working order you take care of it.
I maintained the company database.	

<i>facilitated</i>	When you facilitate you make something easier or more likely to happen. Often in business meetings, someone facilitates a discussion so people don't just sit in awkward silence.
I facilitated the exchange of ideas between the companies.	

<i>doubled</i>	If you double something you increase it so that it is twice as big, twice as much, twice as many.
Our team doubled profits in 1 year.	

<i>screened</i>	If you screen you check if someone is suitable for a job by getting all the necessary information about them.
I screened applications during job interviews.	

<i>validated</i>	If you validate you officially prove that something is correct, true, or legal.
I validated customers' claims.	