

Better Essays and Cover Letters

Choose words from the list to change these sentences into ideas that suggest action.

1. I was in a lot of extracurricular activities.
2. I did some acting.
3. I got first place in the science fair.
4. I did some art projects.
5. I did a profit analysis.
6. I was in charge of our meetings.
7. I made a new program.
8. I did budget cuts.
9. I sent letters.
10. I worked with customers.
11. I told people what to do.
12. I got to learn from more experienced teammates.
13. I have experience in taking orders.
14. I have experience in management.
15. I did a lot of paperwork.
16. When I got files, I put them away.
17. I was in charge of other team members.
18. I gave weekly reports.
19. I did the newsletters.
20. I got a promotion.

accelerate	conduct	develop	generate	inspect	order	provide	review
accomplish	complete	direct	increase	launch	organize	proficient in	schedule
achieve	control	eliminate	influence	lead	participate	purchase	solve
adapt	coordinate	evaluate	implement	lecture	perform	recommend	structure
administer	create	establish	initiate	maintain	plan	reduce	streamline
analyze	delegate	expand	instruct	manage	prepare	reinforce	supervise
approve	demonstrate	expedite	interpret	master	produce	reorganize	train
conceive	design	facilitate	improve	operate	program	revise	translate