

ACTION VERBS



Communication / Interpersonal

Addressed	Articulated	Condensed	Convinced	Drafted	Facilitated	Informed	Joined	Motivated	Presented	Reconciled	Scheduled	Taught
Advertised	Assessed	Conducted	Corresponded	Edited	Familiarized	Instructed	Judged	Negotiated	Projected	Recruited	Screened	Trained
Advised	Authored	Conferred	Defined	Elicited	Formulated	Interacted	Listened	Observed	Promoted	Referred	Solicited	Translated
Apprised	Briefed	Consulted	Developed	Enlisted	Furnished	Interpreted	Marketed	Outlined	Proposed	Reinforced	Specified	Wrote
Arbitrated	Collaborated	Contracted	Directed	Explained	Incorporated	Introduced	Mediated	Participated	Publicized	Resolved	Summarized	
Arranged	Communicated	Conveyed	Discussed	Expressed	Influenced	Involved	Moderated	Persuaded	Published	Responded	Synthesized	

Creative / Innovative

Acted	Authored	Composed	Condensed	Designed	Directed	Entertained	Formulated	Initiated	Introduced	Modeled	Planned	Revolutionized
Adapted	Began	Conceived	Created	Developed	Displayed	Established	Founded	Instituted	Invented	Modified	Produced	Shaped
Arranged	Combined	Conceptualized	Customized	Devised	Edited	Fashioned	Illustrated	Integrated	Launched	Originated	Revitalized	Stimulated

Financial / Data / Detailed

Adjusted	Appraised	Audited	Catalogued	Computed	Developed	Forecasted	Managed	Netted	Prepared	Purchased	Reduced	Specified
Administered	Approved	Balanced	Classified	Conserved	Dispatched	Generated	Marketed	Organized	Processed	Qualified	Researched	Systematized
Allocated	Arranged	Budgeted	Collected	Corrected	Estimated	Implemented	Measured	Planned	Programmed	Reconciled	Retrieved	Tabulated
Analyzed	Assessed	Calculated	Compiled	Determined	Executed	Inspected	Monitored	Prepared	Projected	Recorded	Screened	

Helping / Counseling

Adapted	Answered	Assisted	Collaborated	Counseled	Educated	Expedited	Furthered	Intervened	Provided	Represented	Supplied	
Advocated	Arranged	Clarified	Contributed	Demonstrated	Encouraged	Facilitated	Guided	Motivated	Referred	Resolved	Supported	
Aided	Assessed	Coached	Cooperated	Diagnosed	Ensured	Familiarized	Insured	Prevented	Rehabilitated	Simplified	Volunteered	

Management / Leadership

Administered	Chaired	Decided	Elected	Established	Generated	Improved	Installed	Moderated	Oversaw	Recommended	Scheduled	Strengthened
Analyzed	Contracted	Delegated	Eliminated	Evaluated	Governed	Incorporated	Integrated	Motivated	Pioneered	Recruited	Secured	Supervised
Appointed	Consolidated	Determined	Emphasized	Executed	Guided	Increased	Instituted	Negotiated	Planned	Reorganized	Spearheaded	Taught
Assigned	Controlled	Developed	Enhanced	Examined	Headed	Influenced	Managed	Organized	Prioritized	Replaced	Staged	Terminated
Attained	Converted	Diagnosed	Enlisted	Formed	Hired	Initiated	Mentored	Originated	Produced	Responded	Started	Trained
Authorized	Coordinated	Directed	Ensured	Founded	Hosted	Inspired	Merged	Overhauled	Promoted	Reviewed	Streamlined	

Marketing / Selling

Arbitrated	Broadened	Convinced	Documented	Exceeded	Familiarized	Implemented	Integrated	Marketed	Persuaded	Publicized	Resolved	Sold
Attained	Calculated	Decreased	Educated	Excelled	Gained	Improved	Launched	Mediated	Produced	Published	Revamped	Solicited
Augmented	Centralized	Developed	Ensured	Expanded	Generated	Increased	Led	Negotiated	Promoted	Purchased	Revitalized	Strengthened
Boosted	Consulted	Dissuaded	Established	Expedited	Identified	Influenced	Maintained	Performed	Proposed	Researched	Secured	Supplemented

Organizational / Administrative

Approved	Categorized	Collected	Corresponded	Ensured	Filed	Incorporated	Maintained	Ordered	Purchased	Reserved	Screened	Strengthened
Arranged	Charted	Compiled	Developed	Examined	Formalized	Initiated	Monitored	Organized	Recorded	Responded	Supplied	Updated
Assembled	Classified	Coordinated	Disseminated	Executed	Generated	Inspected	Obtained	Planned	Registered	Reviewed	Standardized	Validated
Catalogued	Coded	Corrected	Distributed	Explained	Implemented	Installed	Operated	Processed	Reorganized	Scheduled	Streamlined	Verified

Research / Technical / Analytical

Adapted	Calculated	Conducted	Debugged	Diagnosed	Explored	Gathered	Interviewed	Measured	Programmed	Replaced	Solved	Surveyed
Analyzed	Clarified	Conserved	Designed	Engineered	Extracted	Identified	Invented	Operated	Rectified	Researched	Specialized	Systematized
Applied	Collected	Constructed	Determined	Evaluated	Fabricated	Inspected	Investigated	Organized	Regulated	Restored	Standardized	Tested
Assembled	Compared	Converted	Developed	Examined	Formulated	Installed	Located	Overhauled	Remodeled	Reviewed	Studied	Upgraded
Built	Computed	Critiqued	Devised	Experimented	Fortified	Interpreted	Maintained		Repaired	Searched	Summarized	Utilized

Teaching

Adapted	Coached	Constructed	Determined	Evaluated	Fortified	Initiated	Managed	Persuaded	Regulated	Set goals	Studied	Transmitted
Advised	Communicated	Converted	Developed	Explained	Guided	Installed	Marketed	Printed	Replaced	Specialized	Taught	Tutored
Applied	Conducted	Coordinated	Enabled	Facilitated	Individualized	Instructed	Motivated	Projected	Researched	Standardized	Tested	
Clarified	Conserved	Critiqued	Encouraged	Focused	Informed	Forecasted	Planned	Rectified	Restored	Stimulated	Trained	