

# Action Verbs

## Communication

addressed	contacted	edited	lectured	networked	reconciled
arbitrated	convinced	formulated	marketed	persuaded	recruited
arranged	corresponded	influenced	mediated	presented	referred
authored	developed	informed	moderated	promoted	reported
communicated	directed	interpreted	motivated	publicized	translated
composed	drafted	interviewed	negotiated	published	wrote

## Creative

acted	developed	improvised	originated	replaced	strategized
composed	directed	instituted	performed	revitalized	transformed
conceived	drafted	integrated	pioneered	shaped	
conceptualized	established	introduced	planned	sketched	
conducted	executed	invented	redesigned	spearheaded	
created	fashioned	marketed	remodeled	started	
designed	founded	modernized	renovated	stimulated	

## Analytical/Financial

accounted for	controlled	monitored	reconciled	revived	substantiated
administered	developed	multiplied	refined	satisfied	suggested
allocated	estimated	planned	reformed	scrutinized	supplemented
analyzed	financed	procured	regarded	secured	sustained
appraised	forecasted	projected	related	sought	tailored
audited	managed	provided	relieved	settled	transferred
balanced	marketed	purchased	remedied	staffed	
budgeted	minimized	raised	researched	strengthened	
calculated	mobilized	rated	reserved	submitted	

## Management/Leadership

administered	committed	correlated	formulated	maintained	recruited
accounted for	concluded	cultivated	founded	organized	regulated
analyzed	condensed	delegated	fulfilled	oversaw	reviewed
centralized	confirmed	determined	grew	planned	revitalized
certified	consented	developed	handled	prioritized	set goals
chaired	contracted	employed	headed	produced	scheduled
changed	consolidated	evaluated	hired	proposed	supervised
commissioned	consulted	executed	managed	recommended	tailored

*more...*

**Organizational/Time Management**

approved	conserved	generated	organized	retrieved	specified
arranged	consolidated	identified	prepared	revamped	streamlined
catalogued	distributed	implemented	prioritized	revised	systematized
classified	enlisted	inspected	processed	scheduled	tabulated
collaborated	executed	integrated	recorded	screened	targeted
collected	expedited	monitored	reshaped	shaped	updated
compiled	extracted	operated	reorganized	specialized	validated

**Quantitative/Research**

acquired	calculated	examined	inspected	judged	reviewed
amplified	charted	extracted	inspired	justified	researched
analyzed	collected	formulated	instituted	led	studied
approximated	compared	grew	interested	licensed	summarized
ascertained	conducted	guaranteed	interpreted	linked	surveyed
attested	diagnosed	identified	interviewed	minimized	systematized
authorized	designed	indexed	investigated	modified	tested
bolstered	determined	inferred	involved	organized	trouble-shot
boosted	evaluated	innovated	issued	processed	

**Drive/Motivation/Results**

achieved	contributed	exceeded	lowered costs	re-established	transformed
accelerated	decreased	expanded	maximized	resolved	trimmed
accomplished	doubled	improved	measured	restored	validated
attained	effected	increased	obtained	selected as	
augmented	eliminated	initiated	pioneered	stabilized	
complete	enlarged	introduced	proved	standardized	
compounded	established	launched	reduced	succeeded	

**Teaching/Counseling/Helping**

adapted	communicated	elaborated	incorporated	motivated	speculated
advised	cooperated	elicited	indicated	observed	stated
analyzed	coordinated	enabled	informed	organized	structured
applied	corrected	evaluated	initiated	postulated	synthesized
appraised	defined	explained	instructed	praised	systematized
assessed	demonstrated	facilitated	interacted	questioned	taught
assigned	designated	generated	integrated	reinforced	trained
categorized	developed	guided	investigated	rewarded	tutored
clarified	directed	identified	modeled	simplified	
coached	educated	implemented	modified	solicited	

**Technical**

activated	deciphered	displayed	exhibited	overhauled	sold
assembled	dedicated	elevated	fabricated	participated	served
built	deliberated	endorsed	familiarized	programmed	solved
calculated	delivered	enforced	finalized	rehabilitated	supplied
computed	designed	engineered	formed	remodeled	trained
constructed	detected	enhanced	installed	repaired	upgraded
converted	devaluated	enriched	maintained	resolved	
customized	devised	excelled	navigated	retrieved	
debugged	dispersed	exercised	operated	screened	