

ACTION VERBS

Communication:

Addressed	Counseled	Lectured	Recruited
Advertised	Debated	Listened	Referred
Arbitrated	Defined	Marketed	Renegotiated
Arranged	Discussed	Mediated	Reported
Articulated	Drafted	Moderated	Researched
Authored	Edited	Negotiated	Resolved
Brainstormed	Enlisted	Officiated	Responded
Clarified	Explained	Outlined	Reunited
Collaborated	Expressed	Participated	Solicited
Communicated	Formulated	Persuaded	Spoke
Composed	Influenced	Presented	Suggested
Condensed	Interacted	Promoted	Summarized
Consulted	Interpreted	Proposed	Synthesized
Contacted	Interviewed	Publicized	Translated
Corresponded	Judged	Reconciled	Wrote

Management/Leadership:

Accommodated	Converted	Hosted	Planned
Achieved	Coordinated	Improved	Presided
Acquired	Decided	Incorporated	Prioritized
Administered	Designated	Increased	Produced
Admitted	Developed	Initiated	Recommended
Analyzed	Directed	Inspected	Reinforced
Appointed	Emphasized	Instituted	Reorganized
Approved	Enabled	Instructed	Replaced
Assigned	Endorsed	Led	Restored
Attained	Enforced	Managed	Reviewed
Authorized	Enhanced	Merged	Scheduled
Chaired	Established	Motivated	Secured
Conceived	Executed	Navigated	Selected
Confirmed	Founded	Observed	Settled
Considered	Generated	Organized	Streamlined
Consolidated	Guaranteed	Originated	Strengthened
Contracted	Handled	Overhauled	Supervised
Controlled	Hired	Oversaw	

Organization:

Activated
 Added
 Altered
 Amended
 Approved
 Arranged
 Assembled
 Brainstormed
 Catalogued
 Categorized
 Charted
 Classified
 Coded
 Collected
 Commissioned
 Compiled
 Corrected
 Correlated

Corresponded
 Described
 Designated
 Distributed
 Edited
 Estimated
 Executed
 Filed
 Founded
 Gathered
 Generated
 Implemented
 Incorporated
 Inspected
 Listed
 Logged
 Maintained
 Minimized

Monitored
 Observed
 Obtained
 Operated
 Organized
 Prepared
 Processed
 Proofread
 Provided
 Published
 Purchased
 Recorded
 Reduced
 Refined
 Registered
 Remedied
 Reserved
 Responded

Retrieved
 Reviewed
 Routed
 Scheduled
 Screened
 Specified
 Submitted
 Supplied
 Standardized
 Streamlined
 Systematized
 Updated
 Validated
 Verified

Research:

Analyzed
 Authored
 Clarified
 Collected
 Compared
 Conceived
 Conducted
 Correlated
 Critiqued
 Detected
 Determined

Diagnosed
 Disproved
 Evaluated
 Examined
 Experimented
 Explored
 Extracted
 Formulated
 Gathered
 Identified
 Inspected

Interpreted
 Interviewed
 Investigated
 Located
 Measured
 Observed
 Reported
 Queried
 Researched
 Reported
 Reviewed

Searched
 Solved
 Studied
 Submitted
 Summarized
 Surveyed
 Systematized
 Tested

Financial:

Administered
 Adjusted
 Allocated
 Amended
 Analyzed
 Appraised
 Assessed
 Audited
 Balanced

Budgeted
 Calculated
 Compared
 Computed
 Corrected
 Determined
 Developed
 Estimated
 Forecasted

Managed
 Marketed
 Measured
 Planned
 Procured
 Projected
 Prepared
 Programmed
 Qualified

Reevaluated
 Reconciled
 Reduced
 Researched
 Retrieved
 Sold

Technical:

Adapted
 Analyzed
 Applied
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed
 Converted

Debugged
 Designed
 Determined
 Devised
 Developed
 Engineered
 Fabricated
 Fortified
 Installed
 Inspected

Maintained
 Mobilized
 Modified
 Operated
 Overhauled
 Printed
 Programmed
 Regulated
 Remodeled
 Regulated

Repaired
 Replaced
 Restored
 Solved
 Specialized
 Standardized
 Studied
 Upgraded
 Utilized

Helping:

Advocated
 Aided
 Answered
 Assisted
 Clarified
 Coached
 Collaborated
 Coordinated
 Cooperated
 Counseled

Described
 Demonstrated
 Diagnosed
 Educated
 Encouraged
 Ensured
 Enlisted
 Facilitated
 Familiarized
 Guided

Helped
 Inspired
 Instructed
 Interceded
 Intervened
 Motivated
 Maintained
 Prevented
 Provided
 Performed

Referred
 Rehabilitated
 Represented
 Resolved
 Supplied
 Supported
 Upheld
 Volunteered
 Worked

Creative:

Acted
 Adapted
 Applied
 Began
 Combined
 Composed
 Conceived
 Conceptualized
 Created
 Customized
 Designed
 Developed

Directed
 Displayed
 Drew
 Entertained
 Established
 Excelled
 Evaluated
 Fashioned
 Formed
 Formulated
 Founded
 Illustrated

Initiated
 Integrated
 Introduced
 Invented
 Loaded
 Molded
 Modeled
 Modified
 Originated
 Perceived
 Performed
 Photographed

Planned
 Presented
 Produced
 Revised
 Refined
 Rewrote
 Shaped
 Solved
 Visualized
 Updated

Teaching:

Advised
 Clarified
 Coordinated
 Conveyed
 Critiqued
 Defined
 Developed
 Enabled

Encouraged
 Evaluated
 Explained
 Facilitated
 Focused
 Guided
 Informed
 Initiated

Instilled
 Instructed
 Lectured
 Motivated
 Presented
 Reinforced
 Resolved
 Taught

Trained
 Tested
 Tutored