

ACTION VERBS

COMMUNICATION / INTERPERSONAL

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

CREATIVE / INNOVATIVE

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

FINANCIAL / DATA / DETAILED

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

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	Navigated	Planned	Reorganized	Selected	Taught
Approved	Controlled	Developed	Enforced	Examined	Handled	Influenced	Led	Negotiated	Presided	Replaced	Spearheaded	Terminated
Assigned	Converted	Diagnosed	Enhanced	Explained	Headed	Initiated	Managed	Organized	Prioritized	Responded	Staged	Trained
Attained	Coordinated	Directed	Enlisted	Formed	Hired	Inspected	Mentored	Originated	Produced	Restored	Started	
Authorized	Counseled	Disseminated	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	Charted	Coordinated	Distributed	Filed	Initiated	Monitored	Planned	Recorded	Reviewed	Supplied	Updated
Arranged	Classified	Corrected	Ensured	Formalized	Inspected	Obtained	Prepared	Registered	Routed	Standardized	Validated
Assembled	Coded	Corresponded	Examined	Generated	Installed	Operated	Processed	Reorganized	Scheduled	Streamlined	Verified
Catalogued	Collected	Developed	Executed	Implemented	Logged	Ordered	Provided	Reserved	Screened	Strengthened	
Categorized	Compiled	Disseminated	Explained	Incorporated	Maintained	Organized	Purchased	Responded	Submitted	Systematized	

RESEARCH / TECHNICAL / ANALYTICAL ADAPTED ANALYZED

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	Printed	Repaired	Searched	Summarized	Utilized
Calculated	Conducted	Debugged	Diagnosed	Explored	Gathered	Interviewed	Measured	Programmed	Replaced	Solved	Surveyed	
Clarified	Conserved	Designed	Engineered	Extracted	Identified	Invented	Operated	Rectified	Researched	Specialized	Systematized	

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	