

ACTION VERBS BY CATEGORY

**Communication/
Interpersonal**

Accelerated
Achieved
Acquired
Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined

Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Sold
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative

Acted
Adapted
Adopted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified

Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Finance/Quantitative

Accrued
Accumulated
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Modeled
Netted
Planned
Prepared
Programmed
Projected
Qualified
Quantified
Reconciled
Reduced
Researched
Retrieved

Mentoring

Adapted
Advocated
Aided
Answered

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

Leadership

Achieved
Accomplished
Administered
Advanced
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided

ACTION VERBS BY CATEGORY

Delegated	Arranged	Detected	Instilled
Developed	Catalogued	Determined	Instructed
Directed	Categorized	Diagnosed	Motivated
Eliminated	Charted	Evaluated	Persuaded
Emphasized	Classified	Examined	Simulated
Enforced	Coded	Experimented	Solved
Enhanced	Collected	Explored	Stimulated
Established	Compiled	Extracted	Strategized
Executed	Corrected	Formulated	Taught
Generated	Corresponded	Gathered	Tested
Handled	Distributed	Inspected	Trained
Headed	Executed	Interviewed	Transmitted
Hired	Filed	Invented	Tutored
Hosted	Generated	Investigated	
Improved	Incorporated	Located	<u>Technical</u>
Incorporated	Inspected	Measured	Adapted
Increased	Logged	Organized	Added
Initiated	Maintained	Researched	Applied
Inspected	Monitored	Reviewed	Assembled
Instituted	Obtained	Searched	Built
Led	Operated	Solved	Calculated
Managed	Ordered	Summarized	Computed
Merged	Organized	Surveyed	Conserved
Motivated	Prepared	Systematized	Constructed
Navigated	Processed	Tested	Converted
Organized	Purchased		Debugged
Originated	Recorded	<u>Problem solving</u>	Designed
Overhauled	Registered	Adapted	Determined
Oversaw	Reserved	Adopted	Developed
Planned	Responded	Advanced	Engineered
Presided	Reviewed	Advised	Fabricated
Prioritized	Routed	Alleviated	Fortified
Produced	Scheduled	Analyzed	Installed
Recommended	Screened	Anticipated	Maintained
Reorganized	Submitted	Clarified	Operated
Replaced	Supplied	Coached	Overhauled
Restored	Standardized	Communicated	Printed
Reviewed	Systematized	Conducted	Programmed
Scheduled	Updated	Coordinated	Rectified
Secured	Validated	Critiqued	Regulated
Selected	Verified	Developed	Remodeled
Streamlined		Enabled	Repaired
Strengthened	<u>Research</u>	Encouraged	Replaced
Supervised	Accumulated	Evaluated	Restored
Terminated	Acquired	Explained	Solved
	Analyzed	Facilitated	Specialized
<u>Organizational</u>	Clarified	Focused	Standardized
Accelerated	Collected	Guided	Studied
Accumulated	Compared	Identified	Upgraded
Adopted	Conducted	Individualized	Utilized
Approved	Critiqued	Informed	