

ACTION VERBS

MANAGEMENT				
administered	analyzed	assigned	attained	chaired
completed	contracted	consolidated	consulted	coordinated
delegated	determined	developed	directed	evaluated
executed	improved	increased	managed	organized
oversaw	planned	presented	prioritized	produced
recommended	reviewed	scheduled	strengthened	supervised

COMMUNICATION				
addressed	arbitrated	arranged	authored	developed
directed	drafted	edited	enlisted	formulated
influenced	interpreted	lectured	mediated	moderated
motivated	negotiated	persuaded	promoted	publicized
reconciled	recruited	spoke	translated	wrote

RESEARCH				
amplified	applied	clarified	collected	critiqued
diagnosed	evaluated	examined	extracted	identified
inspected	interpreted	interviewed	investigated	obtained
organized	reviewed	summarized	surveyed	systematized

TECHNICAL				
assembled	built	calculated	computed	constructed
designed	devised	engineered	fabricated	installed
maintained	operated	overhauled	programmed	remodelled
repaired	revamped	solved	trained	upgraded

TEACHING				
adapted	advised	clarified	coached	coordinated
communicated	developed	enabled	encouraged	evaluated
explained	facilitated	guided	informed	initiated
instructed	persuaded	served	set goals	stimulated

FINANCIAL				
administered	allocated	analyzed	appraised	audited
balanced	budgeted	calculated	compounded	computed
controlled	developed	forecasted	managed	marketed
planned	projected	reported	researched	vended

CREATIVE				
acted	conceptualized	created	designed	developed
directed	established	fashioned	founded	illustrated
instituted	integrated	introduced	invented	originated
performed	planned	remodelled	revitalized	shaped

HELPING				
assessed	assisted	clarified	coached	counselled
demonstrated	diagnosed	educated	expedited	facilitated
familiarized	guided	protected	referred	represented
rehabilitated	repaired	supported	streamlined	unified

OFFICE SUPPORT				
approved	arranged	catalogued	classified	collected
compiled	dispatched	dispensed	distributed	executed
generated	implemented	inspected	monitored	operated
organized	prepared	processed	provided	purchased
received	recorded	retrieved	routed	screened
secured	specified	systematized	tabulated	validated

OTHER				
accomplished	achieved	adapted	adhered	allocated
appraised	arbitrated	arranged	articulated	assured
augmented	collected	communicated	composed	conceptualized
conserved	contributed	coordinated	demonstrated	dispensed
evaluated	executed	facilitated	forecast	founded
governed	guided	illustrated	improved	increased
initiated	integrated	interpreted	invented	launched
led	navigated	optimized	organized	originated
overhauled	performed	prioritized	promoted	proposed
reconciled	rectified	remodelled	repaired	reshaped
retrieved	solved	stimulated	streamlined	strengthened