ACTION VERBS

Management & Leadership

Achieved Administered Analyzed Appointed Approved Assigned Attained Authorized Chaired Coached Considered Consolidated Consulted Contracted

Converted Coordinated Decided Delegated Developed Directed Eliminated Emphasized Enforced Enhanced Established

Evaluated

Executed

Compared

Compiled

Completed

Conducted

Critiqued

Defined

Detected

Determined

Controlled

Exceeded Generated Handled Headed Hired Hosted Implemented Improved Incorporated Increased Initiated Inspected Inspired Instituted

Led Managed Merged Motivated Negotiated Organized Organized Overhauled Overhauled Oversaw Pioneered Planned Presided Prioritized

Produced

Extracted

Recommended Reconciled Reduced Reorganized Replaced Reported Resolved Restructured Reviewed Scheduled Selected Shaped Simplified Stimulated

Located

Mapped

Measured

Modeled

Observed

Organized

Reviewed

Searched

Solved

Researched

Streamlined Strengthened Succeeded Supervised Surpassed Transformed Unified Upgraded Vitalized

Research

Analyzed Applied Ascertained Assessed Audited Calculated Charted Classified Collected

Technical

Activated Adapted Adjusted Aligned Applied Assembled Built Calculated Calibrated Computed Diagnosed Conserved Constructed Converted Created Debugged Designed

Detailed

Diagnosed

Engineered

Expanded

Extracted

Dissected Eliminated Established Estimated Evaluated Examined Experimented Explained Explored

Discovered

Fabricated Fixed Formulated Guided Indexed Installed Integrated Invented Maintained Mapped Measured Figured Formulated Gathered Identified Indexed Inspected Interpreted Investigated Judged

Navigated Operated Overhauled Painted Photographed Printed Processed Produced Programmed Rectified Regulated Remodeled Rendered Repaired Replaced Restructured Restored Shaped Sketched Solved Sorted Specialized Tabulated Transcribed

Studied

Summarized

Synthesized

Systematized

Standardized Straightened Strengthened Studied Surveyed Transformed Upgraded Utilized

Teaching & Training

Adapted	Developed	Explained	Lectured	Shaped
Addressed	Devised	Facilitated	Mentored	Simplified
Advised	Dramatized	Familiarized	Modeled	Stimulated
Applied	Drove	Focused	Motivated	Summarized
Assisted	Edited	Illustrated	Piloted	Taught
Clarified	Educated	Increased	Planned	Tested
Coached	Effected	Indoctrinated	Reported	Trained
Communicated	Electrified	Informed	Reviewed	Translated
Conducted	Enabled	Interpreted	Scheduled	Tutored
Coordinated	Encouraged	Introduced	Served	
Counseled	Examined	Led	Prepared	
Defined	Exhibited	Individualized	Provided	
Delivered	Entertained	Instilled	Recommended	
Demonstrated	Evaluated	Instructed	Referred	

Finance & Data

Corrected

Deferred

Detailed

Devised

Determined

Developed

Diagnosed

Dispensed

Distributed

Established

Estimated

Backed

Cared for

Clarified

Coached

Collaborated

Comforted

Consulted

Contributed

Cooperated

Counseled

Detailed

Eased

Demonstrated

Diverted

Drafted

Adjusted Administered Analyzed Appraised Assessed Audited Budgeted Calculated Charted Collected Computed Conserved Consolidated

Helping

Addressed Administered Adopted Advised Advocated Aided Affirmed Aligned Alleviated Arbitrated Arranged Assisted Attended to

Organization & Detail

Administered Appraised Approved Arranged Audited Calculated Calculated Calibrated Charted Classified Coded Compiled Compiled Computed Controlled Coordinated Detailed Diagnosed Dissected Distributed Edited Eliminated Estimated Evaluated Examined Exacuted Figured Filed Filtered

Gathered

Evaluated Examined Figured Filed Forecasted Formulated Gathered Generated Governed Helped Identified Increased Indexed

> Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Helped Improved Increased Indoctrinated Informed

Generated Governed Identified Incorporated Indexed Inventoried Investigated Logged Maintained Managed Monitored Obtained Operated Ordered Organized Maintained Managed Marketed Modeled Planned Predicted Prepared Processed Projected Purchased Quoted Raised

Instructed Insured Interpreted Introduced Joined Led Mediated Mentored Modeled Motivated Partnered Prevented Provided

Planned Prepared Prescribed Processed Provided Reconciled Recorded Registered Reorganized Reported Reserved Reserved Reserched Restructured Reviewed Revised Reconciled Recorded Reduced Reported Reviewed Saved Sold Studied Trabulated Transferred Transmitted

Referred Rehabilitated Serviced Simplified Supplied Supported Synthesized Teamed up Translated United Vitalized Volunteered

Routed Scheduled Screened Set up Sorted Specified Standardized Straightened Streamlined Submitted Validated Verified