

ACTION VERBS

Management & Leadership

Achieved	Controlled	Exceeded	Led	Recommended	Streamlined
Administered	Converted	Generated	Managed	Reconciled	Strengthened
Analyzed	Coordinated	Handled	Merged	Reduced	Succeeded
Appointed	Decided	Headed	Motivated	Reorganized	Supervised
Approved	Delegated	Hired	Negotiated	Replaced	Surpassed
Assigned	Developed	Hosted	Organized	Reported	Transformed
Attained	Directed	Implemented	Originated	Resolved	Unified
Authorized	Eliminated	Improved	Overhauled	Restructured	Upgraded
Chaired	Emphasized	Incorporated	Oversaw	Reviewed	Vitalized
Coached	Enforced	Increased	Pioneered	Scheduled	
Considered	Enhanced	Initiated	Planned	Selected	
Consolidated	Established	Inspected	Presided	Shaped	
Consulted	Evaluated	Inspired	Prioritized	Simplified	
Contracted	Executed	Instituted	Produced	Stimulated	

Research

Analyzed	Compared	Discovered	Extracted	Located	Studied
Applied	Compiled	Dissected	Figured	Mapped	Summarized
Ascertained	Completed	Eliminated	Formulated	Measured	Synthesized
Assessed	Conducted	Established	Gathered	Modeled	Systematized
Audited	Critiqued	Estimated	Identified	Observed	Tabulated
Calculated	Defined	Evaluated	Indexed	Organized	Transcribed
Catalogued	Detected	Examined	Inspected	Researched	
Charted	Determined	Experimented	Interpreted	Reviewed	
Classified	Diagnosed	Explained	Investigated	Searched	
Collected		Explored	Judged	Solved	

Technical

Activated	Conserved	Fabricated	Navigated	Remodeled	Standardized
Adapted	Constructed	Fixed	Operated	Rendered	Straightened
Adjusted	Converted	Formulated	Overhauled	Repaired	Strengthened
Aligned	Created	Guided	Painted	Replaced	Studied
Applied	Debugged	Indexed	Photographed	Restructured	Surveyed
Assembled	Designed	Installed	Printed	Restored	Transformed
Built	Detailed	Integrated	Processed	Shaped	Upgraded
Calculated	Diagnosed	Invented	Produced	Sketched	Utilized
Calibrated	Engineered	Maintained	Programmed	Solved	
Computed	Expanded	Mapped	Rectified	Sorted	
	Extracted	Measured	Regulated	Specialized	

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

Adjusted	Corrected	Evaluated	Maintained	Reconciled
Administered	Deferred	Examined	Managed	Recorded
Analyzed	Detailed	Figured	Marketed	Reduced
Appraised	Determined	Filed	Measured	Reported
Assessed	Developed	Forecasted	Modeled	Restructured
Audited	Devised	Formulated	Planned	Reviewed
Budgeted	Diagnosed	Gathered	Predicted	Saved
Calculated	Dispensed	Generated	Prepared	Sold
Charted	Distributed	Governed	Processed	Studied
Collected	Diverted	Helped	Projected	Tabulated
Computed	Drafted	Identified	Purchased	Transferred
Conserved	Established	Increased	Quoted	Transmitted
Consolidated	Estimated	Indexed	Raised	

Helping

Addressed	Backed	Educated	Instructed	Referred
Administered	Cared for	Encouraged	Insured	Rehabilitated
Adopted	Clarified	Ensured	Interpreted	Serviced
Advised	Coached	Expedited	Introduced	Simplified
Advocated	Collaborated	Facilitated	Joined	Smoothed
Aided	Comforted	Familiarized	Led	Supplied
Affirmed	Consulted	Furthered	Mediated	Supported
Aligned	Contributed	Guided	Mentored	Synthesized
Alleviated	Cooperated	Helped	Modeled	Teamed up
Arbitrated	Counseled	Improved	Motivated	Translated
Arranged	Demonstrated	Increased	Partnered	United
Assisted	Detailed	Indoctrinated	Prevented	Vitalized
Attended to	Eased	Informed	Provided	Volunteered

Organization & Detail

Administered	Coordinated	Generated	Planned	Routed
Appraised	Detailed	Governed	Prepared	Scheduled
Approved	Diagnosed	Identified	Prescribed	Screened
Arranged	Dissected	Incorporated	Processed	Set up
Audited	Distributed	Indexed	Provided	Sorted
Calculated	Edited	Inventoried	Reconciled	Specified
Calibrated	Eliminated	Investigated	Recorded	Standardized
Catalogued	Estimated	Logged	Registered	Straightened
Charted	Evaluated	Maintained	Reorganized	Streamlined
Classified	Examined	Managed	Reported	Submitted
Coded	Executed	Monitored	Reserved	Validated
Compiled	Figured	Obtained	Researched	Verified
Completed	Filed	Operated	Restructured	
Computed	Filtered	Ordered	Reviewed	
Controlled	Gathered	Organized	Revised	