

Action Verbs

Action Verbs by Skills Category

<u>Administrative/Clerical</u>	<u>Analysis</u>	<u>Communication ctd</u>	<u>Counseling/Helping</u>
approved	analyzed	elicited	adapted
arranged	arranged	enlisted	addressed
ascertained	broke down	explained	advocated
catalogued	combined	expressed	aided
classified	detected	formulated	allevated
collected	developed	furnished	answered
compiled	diagrammed	handled	arranged
computed	differentiated	influenced	assessed
coordinated	discriminated	interacted	assisted
designed	illustrated	interpreted	assured
detailed	inferred	interviewed	cared for
dispatched	manipulated	involved	clarified
established	outlined	joined	coached
evaluated	pointed out	judged	collaborated
executed	reasoned	lectured	consulted
generated	related	listened	contributed
headed	selected	marketed	cooperated
hired	separated	mediated	counseled
implemented	subdivided	moderated	demonstrated
indexed	utilized	negotiated	diagnosed
inspected	<u>Communication</u>	observed	discharged
interpreted	addressed	outlined	educated
interviewed	advertised	participated	encouraged
inventoried	arbitrated	perfected	endorsed
managed	arranged	persuaded	enriched
mediated	articulated	presented	ensured
monitored	authored	promoted	expedited
negotiated	clarified	proposed	facilitated
operated	collaborated	publicized	familiarized
organized	communicated	published	fostered
planned	composed	reconciled	furthered
prepared	condensed	recruited	guided
processed	conferred	referred	helped
purchased	consulted	reinforced	incorporated
queried	contacted	reported	influenced
questioned	conveyed	resolved	insured
recorded	convicted	responded	intervened
rendered	corresponded	solicited	interviewed
retrieved	debated	specified	mediated
screened	defined	spoke	mentored
specified	described	suggested	modeled
supervised	developed	summarized	motivated
systematized	directed	synthesized	prevented
tabulated	discussed	translated	provided

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Action Verbs by Skills Category

Creative

acted
 adapted
 adopted
 began
 combined
 composed
 conceptualized
 condensed
 crafted
 created
 customized
 designed
 developed
 directed
 displayed
 drew
 entertained
 established
 fashioned
 formulated
 founded
 harmonized
 illustrated
 improvised
 initiated
 instated
 integrated
 introduced
 invented
 modeled
 modified
 originated
 painted
 performed
 photographed
 planned
 rendered
 revised
 revitalized
 shaped
 solved

Development

analyzed
 applied
 asserted
 catalogued
 compiled
 conceived
 created
 designed
 developed
 enacted

Development Ctd

established
 exemplified
 formulated
 founded
 implemented
 influenced
 initiated
 instituted
 presided
 supported
 surveyed
 tabulated
 updated
Evaluation
 appraised
 ascertained
 assessed
 compared
 concluded
 contrasted
 criticized
 critiqued
 determined
 distinguished
 employed
 encountered
 graded
 interpreted
 judged
 justified
 measured
 ranked
 rated
 reasoned
 supported
 tested

Financial/Data

accelerated
 accumulated
 adjusted
 administered
 allocated
 analyzed
 appraised
 assessed
 audited
 authorized
 balanced
 bought
 budgeted
 calculated
 computed

Financial/Data Ctd

conserved
 corrected
 decreased
 detailed
 determined
 developed
 earned
 economized
 equated
 estimated
 financed
 forecasted
 managed
 marketed
 measured
 netted
 planned
 prepared
 prevented
 profited
 programmed
 projected
 qualified
 reconciled
 reduced
 renegotiated
 research
 retrieved
 secured
 transferred
 trimmed
 ventured

Management

achieved
 adhered
 administered
 analyzed
 appointed
 assigned
 attained
 authorized
 chaired
 considered
 consolidated
 contracted
 controlled
 converted
 coordinated
 decided
 delegated
 directed

Management Ctd

discharged
 eliminated
 emphasized
 enforced
 enhanced
 established
 evaluated
 executed
 expanded
 generated
 handled
 headed
 hired
 hosted
 improved
 incorporated
 increased
 initiated
 inspected
 instituted
 launched
 led
 managed
 merged
 motivated
 organized
 originated
 overhauled
 oversaw
 pioneered
 planned
 presided
 prevented
 prioritized
 produced
 recommended
 reduced
 reorganized
 replaced
 restored
 reviewed
 scheduled
 secured
 selected
 streamlined
 strengthened
 supervised
 surpassed
 terminated

Action Verbs by Skills Category

<u>Organizational</u>	<u>Organizational Ctd</u>	<u>Problem Solving Ctd</u>	<u>Technical Ctd</u>
analyzed	set-up	resolved	calculated
applied	standardized	reviewed	computed
approved	submitted	searched	conserved
arranged	summarized	solved	constructed
brought	supplied	summarized	converted
catalogued	systematized	surveyed	debugged
categorized	unified	systematized	designed
charted	updated	tested	determined
circumvented	validated	<u>Teaching</u>	developed
classified	verified	adapted	devised
coded	<u>Problem Solving</u>	advised	engineered
collected	analyzed	boosted	fabricated
compiled	circumvented	clarified	fortified
coordinated	clarified	coached	installed
corrected	collected	commended	maintained
corresponded	compared	communicated	mediated
developed	compiled	conducted	modeled
distributed	conducted	coordinated	moderated
documented	conferred	critiqued	motivated
executed	confronted	curtailed	negotiated
expedited	consulted	developed	operated
facilitated	contributed	enabled	overhauled
filed	critiqued	encouraged	perfected
generated	decided	enriched	persuaded
handled	detected	evaluated	printed
implemented	determined	exemplified	programmed
incorporated	diagnosed	explained	promoted
indexed	evaluated	facilitated	provided
initiated	examined	focused	publicized
inspected	experimented	fostered	reconciled
inventoried	explored	guided	recruited
logged	extracted	individualized	rectified
maintained	forecasted	informed	regulated
obtained	formulated	instilled	remodeled
operated	gathered	instructed	renovated
ordered	grappled	motivated	repaired
organized	harmonized	paved	replaced
planned	helped	persuaded	restored
prepared	identified	reciprocated	restructured
prioritized	interpreted	set goals	solved
processed	invented	simulated	spearheaded
provided	investigated	stimulated	specialized
purchased	located	taught	spoke
recorded	manipulated	tested	standardized
registered	measured	trained	studied
reserved	organized	transmitted	taught
responded	prepared	tutored	trained
retrieved	queried	<u>Technical</u>	translated
revealed	questioned	adapted	upgraded
reviewed	recommended	applied	utilized
routed	reorganized	assembled	wrote
scheduled	researched	built	
screened			

Action Verbs by Skills Category

Time Management

activated
administered
altered
anticipated
developed
directed
generated
hastened
improved
increased
initiated
launched
maximized
minimized
promoted
reduced

Training

acquainted
adapted
advised
assisted
bolstered
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
motivated
persuaded
presented
stimulated
trained

Research

accumulated
analyzed
checked
clarified
collected
compared
conducted
correlated
critiqued
deleted

Research Ctd

diagnosed
discovered
documented
evaluated
examined
experimented
extracted
formulated
gathered
graphed
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
monitored
organized
proved
researched
reviewed
scrutinized
searched
solved
summarized
surveyed
systematized
tabulated
tallied
tested
theorized
verified

Synthesis

categorized
combined
compiled
composed
created
designed
devised
drove
explained
generated
grouped
integrated
modified
ordered
organized
planned
prescribed

Synthesis Ctd

proposed
rearranged
reconstructed
related
reorganized
revised
rewrote
specified
summarized
transformed

Accomplishment

achieved
commanded
completed
elected
exceeded
excelled
exhibited
expanded
governed
improved
launched
mastered
modernized
overcame
pioneered
proposed
reduced
resolved
restored
scrutinized
spearheaded
streamlined
succeeded
surpassed
transformed
won