

# 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

<u>Creative</u>	<u>Development Ctd</u>	<u>Financial/Data Ctd</u>	<u>Management Ctd</u>
acted	established	conserved	discharged
adapted	exemplified	corrected	eliminated
adopted	formulated	decreased	emphasized
began	founded	detailed	enforced
combined	implemented	determined	enhanced
composed	influenced	developed	established
conceptualized	initiated	earned	evaluated
condensed	instituted	economized	executed
crafted	presided	equated	expanded
created	supported	estimated	generated
customized	surveyed	financed	handled
designed	tabulated	forecasted	headed
developed	updated	managed	hired
directed	<u>Evaluation</u>	marketed	hosted
displayed	appraised	measured	improved
drew	ascertained	netted	incorporated
entertained	assessed	planned	increased
established	compared	prepared	initiated
fashioned	concluded	prevented	inspected
formulated	contrasted	profited	instituted
founded	criticized	programmed	launched
harmonized	critiqued	projected	led
illustrated	determined	qualified	managed
improvised	distinguished	reconciled	merged
initiated	employed	reduced	motivated
instated	encountered	renegotiated	organized
integrated	graded	research	originated
introduced	interpreted	retrieved	overhauled
invented	judged	secured	oversaw
modeled	justified	transferred	pioneered
modified	measured	trimmed	planned
originated	ranked	ventured	presided
painted	rated	<u>Management</u>	prevented
performed	reasoned	achieved	prioritized
photographed	supported	adhered	produced
planned	tested	administered	recommended
rendered	<u>Financial/Data</u>	analyzed	reduced
revised	accelerated	appointed	reorganized
revitalized	accumulated	assigned	replaced
shaped	adjusted	attained	restored
solved	administered	authorized	reviewed
<u>Development</u>	allocated	chaired	scheduled
analyzed	analyzed	considered	secured
applied	appraised	consolidated	selected
asserted	assessed	contracted	streamlined
catalogued	audited	controlled	strengthened
compiled	authorized	converted	supervised
conceived	balanced	coordinated	surpassed
created	bought	decided	terminated
designed	budgeted	delegated	
developed	calculated	directed	
enacted	computed		

## 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	<b><u>Teaching</u></b>	developed
classified	verified	adapted	devised
coded	<b><u>Problem Solving</u></b>	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	<b><u>Technical</u></b>	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