

# Action Verbs

## A – B

Accelerated	Acquired	Adjusted	Advocated	Analyzed	Appraised	Ascertained	Attained	Authorized	Benchmarked	Bought	Budgeted
Accepted	Acted	Administered	Aided	Answered	Approached	Assembled	Attended	Automated	Benefitted	Branched	Budgeted
Acclimated	Actuated	Admitted	Allocated	Anticipated	Approved	Assessed	Attracted	Awarded	Blended	Bridged	Built
Accompanied	Adapted	Advanced	Altered	Applied	Arbitrated	Assigned	Audited	Balanced	Blocked	Briefed	
Accomplished	Addressed	Advised	Amended	Appointed	Arranged	Assisted	Augmented	Bargained	Bolstered	Broadened	
Achieved	Adhered	Advised	Amplified	Appraised	Articulated	Assume	Authored	Began	Boosted	Brought	

## C – D

Calculated	Changed	Co-authored	Compared	Concluded	Consulted	Cooperated	Cultivated	Deferred	Detected	Dissected	Dramatized
Canvassed	Channeled	Coded	Compiled	Condensed	Contacted	Coordinated	Customized	Defined	Determined	Dissembled	Drew
Capitalized	Charted	Collaborated	Completed	Conducted	Contracted	Copied	Dealt	Delegated	Developed	Disseminated	
Cared for	Checked	Collected	Complied	Conferred	Contrasted	Corrected	Debated	Demonstrated	Diagrammed	Distributed	
Cataloged	Circulated	Combined	Composed	Confronted	Contributed	Correlated	Debugged	Depreciated	Directed	Diversified	
Categorized	Clarified	Comforted	Computed	Conserved	Controlled	Corresponded	Decentralized	Described	Discovered	Divested	
Centralized	Classified	Commissioned	Conceived	Considered	Converted	Counseled	Decided	Designated	Discussed	Documented	
Chaired	Cleared	Committed	Conceptualized	Consolidated	Conveyed	Created	Decorated	Designed	Dispatched	Doubled	
Challenged	Coached	Communicated	Conciliated	Constructed	Convinced	Critiqued	Decreased	Detailed	Displayed	Drafted	

## E – H

Earned	Empowered	Enlightened	Examined	Expedited	Extracted	Financed	Founded	Gave	Grouped	Helped	
Edited	Enabled	Enlisted	Exceeded	Experienced	Extrapolated	Focused	Functioned	Generated	Guided	Hired	
Educated	Encouraged	Enriched	Excelled	Experimented	Fabricated	Forecasted	Furnished	Governed	Halted	Honed	
Elected	Endorsed	Ensured	Exchanged	Explained	Facilitated	Formalized	Furthered	Graduated	Halved	Hosted	
Elicited	Enforced	Entertained	Executed	Explored	Familiarized	Formed	Gained	Granted	Handled		
Eliminated	Engineered	Established	Exercised	Exposed	Fashioned	Formulated	Garnered	Grasped	Headed		
Emphasized	Enhanced	Estimated	Exhibited	Expressed	Figured	Fortified	Gathered	Greeted	Headed		
Employed	Enlarged	Evaluated	Expanded	Extended	Filed	Fostered	Gauged	Grew	Heightened		

## I – M

Identified	Incorporated	Informed	Instilled	Intervened	Joined	Led	Liquidated	Made	Marked	Merchandised	Modified
Illuminated	Increased	Initiated	Instituted	Interviewed	Judged	Lessened	Liquidated	Maintained	Marketed	Merged	Monitored
Illustrated	Incurred	Innovated	Instructed	Introduced	Justified	Leveraged	Listened	Managed	Mastered	Merited	Monopolized
Imagined	Indexed	Inquired	Insured	Invented	Kept	Licensed	Loaded	Mandated	Maximized	Minimized	Motivated
Implemented	Individualized	Inspected	Integrated	Invested	Keynoted	Lifted	Loaned	Maneuvered	Measured	Mobilized	Mounted
Improved	Indoctrinated	Inspired	Interacted	Investigated	Launched	Limited	Located	Manipulated	Mediated	Modeled	Multipled
Improvvised	Induced	Installed	Interfaced	Involved	Learned	Linked	Located	Manufactured	Memorized	Moderated	
Inaugurated	Influenced	Instigated	Interpreted	Issued	Lectured	Linked	Logged	Mapped	Mentored	Modernized	

## N – Q

Named	Normalized	Offset	Organized	Owned	Penetrated	Piloted	Presided	Produced	Proposed	Pursued	
Narrated	Notified	Opened	Oriented	Paced	Perceived	Pioneered	Prevented	Profiled	Protected	Quadrupled	
Navigated	Nurtured	Opened	Originated	Packaged	Perfectd	Planned	Printed	Programmed	Proved	Qualified	
Negotiated	Observed	Operated	Outlined	Paid	Performed	Predicted	Prioritized	Projected	Provided	Quantified	
Netted	Obtained	Optimized	Overcame	Participated	Permitted	Prepared	Probed	Promoted	Publicized	Queried	
Neutralized	Offered	Orchestrated	Overhauled	Partnered	Persuaded	Presented	Problem-solved	Prompted	Published	Questioned	
Nominated	Officiated	Ordered	Oversaw	Patterned	Photographed	Preserved	Processed	Proofread	Purchased		

## R – S

Raised	Rectified	Reinstated	Represented	Revamped	Salvaged	Served	Sold	Sponsored	Streamlined	Summarized	Systematized
Ranked	Redesigned	Related	Requested	Revealed	Scanned	Set goals	Solicited	Spread	Strengthened	Superseded	Systemized
Rated	Reduced	Remedied	Researched	Reversed	Scheduled	Set up	Solved	Stabilized	Stressed	Supervised	
Received	Referred	Remodeled	Reserved	Reviewed	Screened	Settled	Sorted	Staffed	Structured	Supplemented	
Recognized	Refined	Renegotiated	Resolved	Revised	Searched	Shaped	Sparked	Staged	Studied	Supplied	
Recommended	Regained	Renewed	Responded	Revitalized	Secured	Shortened	Spearheaded	Standardized	Submitted	Supported	
Reconciled	Registered	Reorganized	Restored	Revolutionized	Segmented	Showed	Specialized	Started	Substantiated	Surpassed	
Recorded	Regulated	Repaired	Restructured	Rewarded	Selected	Signed	Specified	Steered	Substituted	Surveyed	
Recovered	Rehabilitated	Replaced	Retained	Routed	Separated	Simplified	Speculated	Stimulated	Succeeded	Synchronized	
Recruited	Reinforced	Reported	Retrieved	Safeguarded	Served	Simulated	Spoke	Strategized	Suggested	Synthesized	

## T – Z

Tabulated	Taught	Tightened	Traded	Transitioned	Tripled	Underscored	Upheld	Verified	Weighed	Wrote	
Tackled	Teamed	Took	Trained	Translated	Troubleshot	Undertook	Urged	Viewed	Widened	Yielded	
Tailored	Terminated	Topped	Transacted	Transmitted	Turned	Underwrote	Utilized	Visualized	Withstood		
Talked	Tested	Totaled	Transcribed	Transported	Tutored	Unified	Validated	Voiced	Won		
Tallied	Testified	Traced	Transferred	Traveled	Uncovered	Updated	Valued	Volunteered	Worked		
Targeted	Tied	Tracked	Transformed	Treated	Underlined	Upgraded	Vaulted	Weathered	Wove		

# Action Verbs

## Communication / Interpersonal

Addressed	Articulated	Composted	Convinced	Drafted	Facilitated	Informed	Joined	Motivated	Presented	Reconciled	Scheduled	Taught
Advertised	Assessed	Condensed	Corresponded	Edited	Familiarized	Instructed	Judged	Negotiated	Projected	Recruited	Screened	Trained
Advised	Authored	Conducted	Debated	Educated	Formulated	Interacted	Lectured	Observed	Promoted	Referred	Solicited	Translated
Answered	Briefed	Conferred	Defined	Elicited	Furnished	Interpreted	Listened	Outlined	Proofread	Reinforced	Specified	Wrote
Apprised	Clarified	Consulted	Developed	Enlisted	Handled	Interviewed	Marketed	Participated	Proposed	Reported	Suggested	
Arbitrated	Collaborated	Contacted	Directed	Explained	Incorporated	Introduced	Mediated	Persuaded	Publicized	Resolved	Summarized	
Arranged	Communicated	Conveyed	Discussed	Expressed	Influenced	Involved	Moderated	Planned	Published	Responded	Synthesized	

## Creative / Innovative

Acted	Authored	Composed	Condensed	Designed	Directed	Entertained	Formulated	Initiated	Invented	Modeled	Performed	Produced	Shaped
Adapted	Began	Conceived	Created	Developed	Displayed	Established	Founded	Instituted	Introduced	Modified	Planned	Revitalized	Solved
Arranged	Combined	Conceptualized	Customized	Devised	Edited	Fashioned	Illustrated	Integrated	Launched	Originated	Presented	Revolutionized	Stimulated

## Financial / Data / Detailed

Adjusted	Appraised	Audited	Catalogued	Computed	Developed	Forecasted	Managed	Netted	Prepared	Programmed	Reconciled	Retrieved	Tabulated
Administered	Approved	Balanced	Classified	Conserved	Dispatched	Generated	Marketed	Organized	Prepared	Projected	Recorded	Screened	
Allocated	Arranged	Budgeted	Collected	Corrected	Estimated	Implemented	Measured	Organized	Prepared	Purchased	Reduced	Specified	
Analyzed	Assessed	Calculated	Compiled	Determined	Executed	Inspected	Monitored	Planned	Processed	Qualified	Researched	Systematized	

## Helping / Counseling

Adapted	Answered	Assisted	Collaborated	Counseled	Educated	Expedited	Furthered	Intervened	Provided	Represented	Supplied		
Advocated	Arranged	Clarified	Contributed	Demonstrated	Encouraged	Facilitated	Guided	Motivated	Referred	Resolved	Supported		
Aided	Assessed	Coached	Cooperated	Diagnosed	Ensured	Familiarized	Insured	Prevented	Rehabilitated	Simplified	Volunteered		

## Management / Leadership

Administered	Chaired	Decided	Elected	Established	Generated	Improved	Installed	Moderated	Oversaw	Recommended	Scheduled	Strengthened
Analyzed	Contracted	Delegated	Eliminated	Evaluated	Governed	Incorporated	Integrated	Motivated	Pioneered	Recruited	Secured	Supervised
Appointed	Consolidated	Determined	Emphasized	Executed	Guided	Increased	Instituted	Navigated	Planned	Reorganized	Selected	Taught
Approved	Controlled	Developed	Enforced	Examined	Handled	Influenced	Led	Negotiated	Presided	Replaced	Spearheaded	Terminated
Assigned	Converted	Diagnosed	Enhanced	Explained	Headed	Initiated	Managed	Organized	Prioritized	Responded	Staged	Trained
Attained	Coordinated	Directed	Enlisted	Formed	Hired	Inspected	Mentored	Originated	Produced	Restored	Started	
Authorized	Counseled	Disseminated	Ensured	Founded	Hosted	Inspired	Merged	Overhauled	Promoted	Reviewed	Streamlined	

## Marketing / Selling

Arbitrated	Broadened	Convinced	Documented	Exceeded	Familiarized	Implemented	Integrated	Marketed	Persuaded	Publicized	Resolved	Sold
Attained	Calculated	Decreased	Educated	Exceeded	Gained	Improved	Launched	Mediated	Produced	Published	Revamped	Solicited
Augmented	Centralized	Developed	Ensured	Expanded	Generated	Increased	Led	Negotiated	Promoted	Purchased	Revitalized	Strengthened
Boosted	Consulted	Dissuaded	Established	Expedited	Identified	Influenced	Maintained	Performed	Proposed	Researched	Secured	Supplemented

## Organizational / Administrative

Approved	Charted	Coordinated	Distributed	Filed	Initiated	Monitored	Planned	Recorded	Reviewed	Supplied	Updated	
Arranged	Classified	Corrected	Ensured	Formalized	Inspected	Obtained	Prepared	Registered	Routed	Standardized	Validated	
Assembled	Coded	Corresponded	Examined	Generated	Installed	Operated	Processed	Reorganized	Scheduled	Streamlined	Verified	
Catalogued	Collected	Developed	Executed	Implemented	Logged	Ordered	Provided	Reserved	Screened	Strengthened		
Categorized	Compiled	Disseminated	Explained	Incorporated	Maintained	Organized	Purchased	Responded	Submitted	Systematized		

## Research / Technical / Analytical

Applied	Collected	Constructed	Determined	Evaluated	Fabricated	Inspected	Investigated	Organized	Regulated	Restored	Standardized	Tested
Assembled	Compared	Converted	Developed	Examined	Formulated	Installed	Located	Overhauled	Remodeled	Reviewed	Studied	Upgraded
Built	Computed	Critiqued	Devised	Experimented	Fortified	Interpreted	Maintained	Printed	Repaired	Searched	Summarized	Utilized
Calculated	Conducted	Debugged	Diagnosed	Explored	Gathered	Interviewed	Measured	Programmed	Replaced	Solved	Surveyed	
Clarified	Conserved	Designed	Engineered	Extracted	Identified	Invented	Operated	Rectified	Researched	Specialized	Systematized	

## Teaching

Adapted	Coached	Constructed	Determined	Evaluated	Fortified	Initiated	Managed	Persuaded	Regulated	Set goals	Studied	Transmitted
Advised	Communicated	Converted	Developed	Explained	Guided	Installed	Marketed	Printed	Replaced	Specialized	Taught	Tutored
Applied	Conducted	Coordinated	Enabled	Facilitated	Individualized	Instructed	Motivated	Projected	Researched	Standardized	Tested	
Clarified	Conserved	Critiqued	Encouraged	Focused	Informed	Forecasted	Planned	Rectified	Restored	Stimulated	Trained	