# ACTION VERB LIST

## Management & Leadership
- achieved
- administered
- allocated
- analyzed
- appointed
- approved
- arranged
- assembled
- assigned
- attained
- authorized
- awarded
- chaired
- completed
- conceived
- conducted
- considered
- consolidated
- contracted
- controlled
- converted
- coordinated
- correlated
- decided
- delegated
- designated
- determined
- developed
- directed
- disapproved
- discharged
- eliminated
- emphasized
- encouraged
- enforced
- engineered
- enhanced
- established
- evaluated
- executed
- expanded
- generated
- governed
- handled
- headed
- hired
- hosted
- implemented
- improved
- incorporated
- increased
- initiated
- inspected
- inspired
- instituted
- launched
- led
- maintained
- managed
- merged
- motivated
- navigated
- organized
- outlined
- overhauled
- oversaw
- planned
- prepared
- presided
- prioritized
- procured
- produced
- provided
- recommended
- reevaluated
- regulated
- rejected
- reorganized
- replaced
- reported
- required
- restored
- reviewed
- scheduled
- secured
- selected
- settled
- signed
- solved
- specified
- sponsored
- stipulated
- streamlined
- strengthened
- supervised
- terminated
- clarified
- coached
- collaborated
- communicated
- composed
- condensed
- conferred
- consulted
- contacted
- conveyed
- convinced
- corresponded
- counseled
- debated
- defined
- demonstrated
- described
- developed
- directed
- discussed
- drafted
- edited
- elicited
- emphasized
- enlisted
- explained
- expressed
- facilitated
- formulated
- furnished
- incorporated
- influenced
- informed
- interacted
- interpreted
- interviewed
- involved
- joined
- judged
- lectured
- listened
- marketed
- mediated
- moderated
- motivated
- negotiated
- notified
- observed
- oriented
- outlined
- participated
- persuaded
- persuaded
- presented
- promoted
- proofread
- proposed
- publicized
- published
- purposed
- recommended
- reconciled
- recruited
- redirected
- referred
- reinforced
- related
- renegotiated
- reported
- represented
- researched
- resolved
- responded
- reunited
- showed
- solicited
- specified
- spoke
- suggested
- summarized
- synthesized
- translated
- transmitted
- tutored
- wrote

## Communication
- addressed
- advertised
- arbitrated
- arranged
- articulated
- authored
- called
- circulated

## Research
- analyzed
- clarified
- coded
- collected
- compared
- conceived
- conducted
- contrasted
- critiqued
- detected
- determined
- diagnosed
- disproved
- evaluated
- examined
- experimented
- explored
- extracted
- formulated
- gathered
- identified
- inquired
- inspected
Research (cont.)
interpret interpreted
interview interviewed
invent invented
investigate investigated
locate located
measure measured
organize organized
remodel remodel
repair repaired
report report
research researched
review review
search search
solve solved
study studied
summarize summarized
survey surveyed
systematize systematized
test test
write wrote

Teaching
adapt adapted
analyze analyzed
apply applied
assemble assembled
budget budgeted
build built
calculate calculated
compute computed
conserve conserve
construct construct
convert converted
correlate correlated
debug debug
design design
determine determined
develop develop
device device
engineer engineered
fabricate fabricated
finance financed
fortify fortified
handle handled
inspect inspect
install installed
maintain maintain
manipulate manipulated
operate operated
overhaul overhaul
print print
program program
rectify rectified
regulate regulated
remodel remodel
repair repair
replace replace
resolve resolve
restore restore
solved solved
specialized specialized
standardize standardized
study studied
train trained
upgrade upgraded
utilize utilized

Financial
adjust adjusted
administer administer
allocate allocated
analyze analyzed
appraise appraised
assess assessed
audit audited
balance balanced
budget budgeted
calculate calculated
compare compared
compute computed
conservate conserve
correct correct
determine determined
develop developed
develop estimate
forecast forecasted
managing managing
market mark
measured measured
net net
plan plan
prepare prepared
program program
project project
qualify qualify
reconcile reconcile
reduce reduce
reevaluate reevaluated
research research
retrieve retrieved
sell sold

Creative
act act
adapt adapt
apply applied
author author
build build
combine combined
compose composed
conceive conceive
conceptualize conceptualized
condense condense
construct construct
create create
customize customize
develop developed
direct direct
display display
draw draw
entertain entertain
establish establish
estimate estimated
fashion fashion
forecast forecast
form form
formulate formulate
found found
illustrate illustrate
initiate initiate
integrate integrate
introduce introduce
invent invent
investigate investigate
launch launch
load load
model model
modify modify
mold mold
originate originate
perceive perceive
perform perform
photograph photograph
pilot pilot
plan plan
present present
produce produce
propose propose
refine refine
research research
revise revise
revitalize revitalize
set up set
shape shape
solve solve
study study
update update

Helping
adapt adapt
advise advise
advocate advocate
aid aid
answer answer
arrange arrange
assess assess
Helping (Cont.)
assisted
brought
cared for
clarified
coached
collaborated
coordinated
contributed
cooperated
counseled
dealt
demonstrated
diagnosed
directed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
influenced
inspired
insured
intervened
led
maintained
mentored
modified
motivated
performed
prevented
provided
referred
rehabilitated
represented
resolved
served
simplified
supplied
supported
upheld
volunteered

Clerical or Detail
activated
altered
assembled
approved
arranged
catalogued
classified
collected
compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected
listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published
purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized		tabulated
validated

Organizational
approved
arranged
assembled
catalogued
categorized
charted
classified
coded
collected
compiled
completed
conducted
controlled
corrected
correlated
corresponded
corresponded
determined
dispatched
distributed
eliminated
engineered
executed
expanded
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
ordered
organized
prepared
processed
procured
provided
purchased
recorded
registered
reserved
responded
retrieved
reviewed
routed
scheduled
screened
set up
solved
sorted
standardized
submitted
supplied
systematized		tabulated
updated
validated
verified
Levels of Proficiency

accurate (in)  intermediate (knowledge of)
advent (in, at)  judicious
advanced (knowledge of)  keen (sense of, understanding of)
alert (in)  knowledge (of)
competent  master (of)
concise  perception (of)
conversant (in)  perceptive
detailed (knowledge of)  practical (experience in)
effective (in)  proficient (in)
empathy  relentless (in pursuit of)
exemplary  rudimentary
expert (in, at)  sensitive (to)
extraordinary  skilled (at, in)
fluent (in)  sophisticated (understanding of)
functions (well)  strong (sense of, background in)
gifted  successful (in, at)
good (at)  uncommon
great  understanding (of)
high (degree of)  unusual