

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

Communication

addressed
advertised
arbitrated
arranged
articulated
authored
called
circulated

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
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

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.)

interpreted
 interviewed
 invented
 investigated
 located
 measured
 organized
 remodeled
 repaired
 reported
 researched
 reviewed
 searched
 solved
 studied
 summarized
 surveyed
 systematized
 tested
 wrote

Technical

adapted
 analyzed
 applied
 assembled
 budgeted
 built
 calculated
 computed
 conserved
 constructed
 converted
 correlated
 debugged
 designed
 determined
 developed
 devised
 engineered
 fabricated
 financed
 fortified
 handled
 inspected
 installed
 maintained
 manipulated
 operated
 overhauled
 printed
 programmed

rectified
 regulated
 remodeled
 repaired
 replaced
 resolved
 restored
 solved
 specialized
 standardized
 studied
 trained
 upgraded
 utilized

Teaching

adapted
 advised
 assessed
 clarified
 coached
 communicated
 conducted
 coordinated
 critiqued
 defined
 demonstrated
 developed
 educated
 enabled
 encouraged
 evaluated
 explained
 facilitated
 focused
 guided
 illustrated
 individualized
 informed
 initiated
 instilled
 instructed
 lectured
 mentored
 motivated
 persuaded
 planned
 presented
 set goals
 simulated
 stimulated
 taught
 tested
 trade

transmitted
 tutored
 updated

Financial

adjusted
 administered
 allocated
 analyzed
 appraised
 assessed
 audited
 balanced
 budgeted
 calculated
 compared
 computed
 conserved
 corrected
 determined
 developed
 estimated
 forecasted
 managed
 marketed
 measured
 netted
 planned
 prepared
 programmed
 projected
 qualified
 reconciled
 reduced
 reevaluated
 researched
 retrieved
 sold

Creative

acted
 adapted
 applied
 authored
 began
 built
 combined
 composed
 conceived
 conceptualized
 condensed
 constructed
 created

customized
 designed
 developed
 directed
 displayed
 drew
 entertained
 established
 estimated
 fashioned
 forecasted
 formed
 formulated
 founded
 generated
 illustrated
 initiated
 integrated
 introduced
 invented
 investigated
 launched
 loaded
 modeled
 modified
 molded
 originated
 perceived
 performed
 photographed
 piloted
 planned
 presented
 produced
 proposed
 refined
 researched
 revised
 revitalized
 rewrote
 set up
 shaped
 solved
 studied
 updated

Helping

adapted
 advised
 advocated
 aided
 answered
 arranged
 assessed

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
determined

dispatched
distributed
eliminated
engineered
executed
expanded
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
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)
adept (in, at)
advanced (knowledge of)
alert (in)
competent
concise
conversant (in)
detailed (knowledge of)
effective (in)
empathy
exceptional
exemplary
expert (in, at)
extraordinary
fluent (in)
functions (well)
gifted
good (at)
great
high (degree of)

intermediate (knowledge of)
judicious
keen (sense of, understanding of)
knowledge (of)
master (of)
perception (of)
perceptive
practical (experience in)
proficient (in)
relentless (in pursuit of)
rudimentary
sensitive (to)
skilled (at, in)
sophisticated (understanding of)
strong (sense of, background in)
successful (in, at)
uncommon
understanding (of)
unusual