

ACTION VERB LIST

Communicative

• addressed	• convinced	• encouraged	• marketed	• reconciled
• arbitrated	• corresponded	• enlisted	• mediated	• recruited
• arranged	• delivered	• explained	• moderated	• reported
• authored	• described	• expressed	• motivated	• spoke
• briefed	• developed	• formulated	• narrated	• stressed
• communicated	• directed	• influenced	• negotiated	• summarized
• composed	• documented	• informed	• persuaded	• translated
• conferred	• drafted	• interpreted	• presented	• wrote
• confronted	• dramatized	• interviewed	• promoted	•
• contacted	• edited	• lectured	• publicized	•

Creative

• acted	• designed	• imagined	• participated	• sparked
• composed	• developed	• improvised	• performed	• started
• conceived	• directed	• innovated	• planned	• strategized
• conceptualized	• drafted	• instituted	• proposed	• transformed
• conducted	• established	• integrated	• redesigned	• visualized
• constructed	• fashioned	• introduced	• revitalized	•
• created	• founded	• invented	• shaped	•
• derived	• illustrated	• originated	• sketched	•

Financial

• accounted for	• audited	• doubled	• halved	• purchased
• added	• balanced	• earned	• managed	• reconciled
• adjusted	• budgeted	• eliminated	• marketed	• researched
• administered	• calculated	• estimated	• monitored	• sold
• allocated	• computed	• financed	• planned	•
• analyzed	• controlled	• forecasted	• procured	•
• appraised	• developed	• gained	• projected	•

Helping

• advised	• coached	• enabled	• familiarized	• rehabilitated
• advocated	• counseled	• encouraged	• fostered	• represented
• assessed	• demonstrated	• ensured	• guided	• served
• assisted	• diagnosed	• evaluated	• observed	• serviced
• changed	• educated	• expedited	• provided	• strengthened
• clarified	• effected	• facilitated	• referred	• supported

Research

• acquired	• critiqued	• examined	• located	• retrieved
• analyzed	• diagnosed	• extracted	• measured	• reviewed
• broadened	• designed	• formulated	• modified	• summarized
• calculated	• determined	• identified	• organized	• surveyed
• clarified	• distinguished	• inspected	• pinpointed	• systematized
• collected	• diversified	• interpreted	• predicted	• uncovered
• compared	• estimated	• interviewed	• processed	• verified
• conducted	• evaluated	• investigated	• researched	•

Results

• achieved	• changed	• expanded	• pioneered	• solidified
• accelerated	• completed	• gained	• raised	• strengthened
• accomplished	• contributed	• halved	• realized	• succeeded
• added	• decreased	• improved	• recognized as	• trimmed
• advanced	• doubled	• increased	• reduced	• widened
• attained	• eliminated	• initiated	• resolved	• won
• awarded	• enlarged	• introduced	• reversed	•
• broadened	• established	• launched	• selected as	•

Teaching

• accepted	• confronted	• excited	• investigated	• set
• adapted	• considered	• explained	• judged	• simplified
• advised	• cooperated	• explored	• led	• solicited
• analyzed	• coordinated	• facilitated	• linked	• speculated
• applied	• corrects	• focused	• listened	• stated
• appraised	• defined	• generated	• mentored	• stimulated
• aroused	• demonstrated	• guided	• modeled	• structured
• asked	• designated	• hypothesized	• modified	• synthesized
• assessed	• developed	• identified	• motivated	• systematized
• assigned	• directed	• implemented	• observed	• taught
• attended	• disciplined	• incorporated	• organized	• told
• calmed	• displayed	• indicated	• persuaded	• thanked
• categorized	• doubted	• indoctrinated	• pondered	• told
• challenged	• effected	• inferred	• postulated	• thanked
• chose	• elaborated	• informed	• praised	• theorized
• clarified	• elicited	• initiated	• provoked	• trained
• coached	• emphasized	• inquired	• questioned	• tutored
• commanded	• enabled	• instructed	• reinforced	•
• communicated	• encouraged	• interested	• rephrased	•
• complimented	• evaluated	• integrated	• rewarded	•

Technical

• analyzed	• converted	• fabricated	• programmed	• stretched
• assembled	• designed	• identified	• remodeled	• tested
• audited	• devised	• implemented	• repaired	• trained
• automated	• documented	• installed	• researched	• upgraded
• built	• edited	• maintained	• restored	•
• calculated	• enabled	• measured	• serviced	•
• computed	• engineered	• operated	• standardized	•
• constructed	• enhanced	• overhauled	• streamlined	•

Organizational

• administrated	• decided	• generated	• purchased	• specified
• approved	• delivered	• implemented	• recorded	• staffed
• arranged	• dispatched	• inspected	• reorganized	• streamlined
• catalogued	• distributed	• monitored	• restructured	• systematized
• changed	• edited	• operated	• revamped	• tabulated
• classified	• eliminated	• organized	• revised	• transferred
• collected	• enlisted	• pinpointed	• retrieved	• trimmed
• compiled	• executed	• prepared	• scheduled	• updated
• consolidated	• expedited	• processed	• screened	• validated

Management

• administered	• changed	• determined	• led	• recruited
• administrated	• chaired	• developed	• managed	• regulated
• advanced	• conferred	• directed	• organized	• reviewed
• analyzed	• confronted	• dispensed	• oversaw	• scheduled
• appointed	• consolidated	• evaluated	• planned	• staffed
• approved	• consulted	• executed	• prioritized	• supervised
• assigned	• contracted	• exhibited	• produced	• unified
• assumed	• delegated	• formulated	• proposed	• utilized
• attained	• designated	• handled	• recommended	•