

Action Verbs							
Clerical							
Accumulated	Categorized	Compiled	Executed	Monitored	Proofread	Scheduled	Systematized
Amassed	Charted	Completed	Filed	Obtained	Purchased	Screened	Tabulated
Approved	Classified	Copied	Gathered	Operated	Recorded	Sorted	Trained
Arranged	Coded	Corrected	Generated	Ordered	Registered	Specified	Transcribed
Assembled	Collated	Dispatched	Implemented	Organized	Retrieved	Standardized	Updated
Assisted	Collected	Distributed	Incorporated	Prepared	Reviewed	Straightened	Validated
Catalogued	Communicated	Documented	Inspected	Processed	Routed		
Creativity							
Acted	Constructed	Devised	Enhanced	Founded	Introduced	Performed	Revitalized
Adapted	Created	Directed	Entertained	Generated	Invented	Photographed	Shaped
Began	Customized	Discovered	Established	Illustrated	Modeled	Planned	Solved
Combined	Decorated	Displayed	Fashioned	Initiated	Modified	Produced	Visualized
Composed	Designed	Drew	Formed	Instituted	Operated	Proposed	Worked
Conceptualized	Developed	Embellished	Formulated	Integrated	Originated	Revised	Wrote
Helping							
Accommodated	Assessed	Consoled	Educated	Guided	Motivated	Reassured	Resolved
Adapted	Assisted	Contributed	Encouraged	Helped	Notified	Recommended	Simplified
Advised	Calmed	Cooperated	Ensured	Inspired	Nursed	Referred	Supplied
Advocated	Clarified	Counseled	Expedited	Insured	Nurtured	Rehabilitated	Supported
Aided	Coached	Demonstrated	Facilitated	Intervened	Prevented	Relieved	Tended
Answered	Collaborated	Diagnosed	Familiarized	Listened	Protected	Represented	Volunteered
Arranged	Comforted	Eased	Furthered	Mentored	Provided		
Teaching							
Adapted	Conducted	Developed	Evaluated	Guided	Judged	Reviewed	Taught
Advised	Coordinated	Edited	Explained	Individualized	Modeled	Showed	Tested
Clarified	Corrected	Educated	Facilitated	Informed	Motivated	Simulated	Trained
Coached	Created	Enabled	Focused	Instilled	Persuaded	Stimulated	Transmitted
Commended	Critiqued	Encouraged	Graded	Instructed	Rated	Supported	Tutored
Communicated							
Analytical & Financial							
Accounted	Appraised	Budgeted	Corrected	Examined	Measured	Qualified	Resolved
Acquired	Approved	Calculated	Detected	Forecasted	Netted	Quantified	Retrieved
Adjusted	Assessed	Checked	Determined	Gauged	Obtained	Questioned	Reviewed
Administered	Assigned	Complied	Developed	Inspected	Planned	Realized	Settled
Allocated	Audited	Computed	Earned	Inventoried	Prepared	Reconciled	Studied
Allotted	Balanced	Conserved	Estimated	Managed	Programmed	Reduced	Tabulated
Analyzed	Bought	Considered	Evaluated	Marketed	Purchased	Researched	
Critical Thinking							
Analyzed	Categorized	Conceived	Devised	Examined	Found	Observed	Revealed
Applied	Charted	Conducted	Diagnosed	Explored	Identified	Probed	Reviewed
Appraised	Coded	Considered	Discovered	Exposed	Inquired	Questioned	Segmented
Assessed	Compared	Contrasted	Dissected	Focused	Interpreted	Recommended	Solved
Associated	Compiled	Designed	Distinguished	Forecasted	Investigated	Related	Studied
Calculated	Computed	Developed	Evaluated	Formulated	Linked	Researched	
Leadership							
Abolished	Authorized	Converted	Endorsed	Hired	Judged	Planned	Secured
Accelerated	Chaired	Coordinated	Enforced	Hosted	Led	Presided	Selected
Accommodated	Charged	Counseled	Enhanced	Implemented	Managed	Prioritized	Settled
Accomplished	Combined	Decided	Established	Improved	Mediated	Produced	Started
Achieved	Commanded	Delegated	Executed	Incorporated	Merged	Proposed	Streamlined
Administered	Commended	Derived	Finished	Increased	Motivated	Recommended	Strengthened
Advised	Completed	Designated	Founded	Influenced	Navigated	Reorganized	Succeeded
Allowed	Confirmed	Developed	Fulfilled	Initiated	Observed	Replaced	Supervised
Analyzed	Consented	Directed	Generated	Inspected	Organized	Represented	Supported
Appointed	Considered	Displayed	Granted	Inspired	Originated	Restored	Terminated
Approved	Consolidated	Elected	Guided	Instituted	Overhauled	Reviewed	Undertook
Arbitrated	Contracted	Eliminated	Handled	Integrated	Oversaw	Sanctioned	Unified
Assigned	Controlled	Emphasized	Headed	Joined	Piloted	Scheduled	United
Attained							
Technical							
Adapted	Compiled	Designed	Explored	Invented	Overhauled	Researched	Summarized
Analyzed	Completed	Detected	Extracted	Inventoried	Printed	Restored	Surveyed
Applied	Computed	Determined	Fabricated	Investigated	Produced	Reviewed	Systematized
Appraised	Conducted	Developed	Formed	Located	Programmed	Searched	Tested
Assembled	Conserved	Devised	Formulated	Made	Refined	Secured	Trained
Built	Constructed	Diagnosed	Functioned as	Maintained	Regulated	Solved	Transported
Calculated	Converted	Engineered	Gathered	Manufactured	Remodeled	Specialized	Upgraded
Clarified	Created	Evaluated	Inspected	Measured	Repaired	Standardized	Utilized
Collected	Critiqued	Examined	Installed	Operated	Replaced	Studied	Worked
Compared	Debugged	Experimented	Interviewed	Organized			

Action Verbs

Organizational

Achieved	Charted	Delivered	Filtered	Logged	Planned	Replaced	Strengthened
Administered	Classified	Developed	Gathered	Maintained	Pooled	Requested	Submitted
Allowed	Coded	Directed	Generated	Managed	Positioned	Reserved	Succeeded
Analyzed	Collated	Dispensed	Grouped	Mentored	Prepared	Resolved	Summoned
Appointed	Collected	Displayed	Guided	Merged	Presided	Responded	Supervised
Approved	Combined	Distributed	Headed	Monitored	Prioritized	Restored	Supplied
Arranged	Compiled	Eliminated	Hired	Motivated	Processed	Reviewed	Surpassed
Assembled	Completed	Emphasized	Hosted	Obtained	Produced	Routed	Systemized
Assigned	Consolidated	Enforced	Improved	Operated	Programmed	Scheduled	Trained
Assisted	Contracted	Enhanced	Incorporated	Orchestrated	Provided	Screened	Transformed
Attained	Controlled	Established	Increased	Ordered	Purchased	Secured	Traveled
Authorized	Convened	Evaluated	Influenced	Organized	Recommended	Selected	Updated
Carried out	Converted	Exceeded	Initiated	Oversaw	Recorded	Sorted	Utilized
Catalogued	Coordinated	Executed	Inspected	Passed	Reduced	Standardized	Validated
Categorized	Corrected	Expanded	Instituted	Pioneered	Registered	Straightened	Verified
Chaired	Corresponded	Filed	Led	Placed	Reorganized	Streamlined	Wrote
Channeled	Delegated						

Teamwork

Accelerated	Chaired	Created	Enlisted	Influenced	Molded	Purchased	Shaped
Accomplished	Changed	Critiqued	Entertained	Informed	Monitored	Questioned	Shared
Achieved	Channeled	Defined	Established	Initiated	Motivated	Recommended	Simplified
Acquired	Charted	Delegated	Estimated	Inquired	Negotiated	Recorded	Solicited
Activated	Clarified	Delivered	Evaluated	Inspected	Observed	Recruited	Solved
Adapted	Coached	Demonstrated	Examined	Installed	Obtained	Reduced	Sought
Added	Coded	Derived	Exchanged	Instilled	Operated	Regulated	Specified
Adjusted	Collaborated	Designed	Executed	Instituted	Organized	Reinforced	Stimulated
Administered	Collected	Detected	Exercised	Instructed	Outlined	Rendered	Studied
Advised	Communicated	Determined	Exhibited	Insured	Oversaw	Repaired	Succeeded
Allocated	Compared	Developed	Expanded	Interpreted	Participated	Reported	Suggested
Analyzed	Competed	Devised	Expedited	Intervened	Perceived	Represented	Summarized
Annotated	Compiled	Diagnosed	Experimented	Interviewed	Performed	Reproduced	Supervised
Anticipated	Completed	Directed	Explained	Introduced	Persuaded	Researched	Supported
Applied	Composed	Discovered	Explored	Invented	Planned	Resolved	Surveyed
Appraised	Computed	Dispensed	Facilitated	Inventoried	Predicted	Responded	Synthesized
Arranged	Conceived	Displayed	Financed	Investigated	Prepared	Restored	Systematized
Articulated	Conducted	Distributed	Focused	Judged	Prescribed	Retained	Targeted
Assembled	Confronted	Donated	Forecasted	Lectured	Presented	Retrieved	Taught
Assessed	Consolidated	Drafted	Formulated	Listened	Presided	Reviewed	Tested
Assigned	Constructed	Dramatized	Fostered	Located	Processed	Revised	Trained
Attained	Contacted	Earned	Grouped	Maintained	Produced	Rewrote	Translated
Authored	Continued	Edited	Guided	Managed	Programmed	Routed	Tutored
Balanced	Contracted	Educated	Identified	Marketed	Promoted	Scheduled	Updated
Briefed	Contributed	Effected	Illustrated	Mastered	Protected	Searched	Utilized
Budgeted	Convened	Elicited	Implemented	Measured	Provided	Selected	Verified
Calculated	Coordinated	Employed	Imposed	Mediated	Publicized	Served	Visualized
Catalogued	Corresponded	Encouraged	Improved	Modeled	Published	Serviced	Wrote
Categorized	Counseled	Endured	Increased	Modified			

Communication

Addressed	Collaborated	Defined	Expressed	Involved	Observed	Recommended	Simplified
Advertised	Communicated	Described	Filtered	Joined	Outlined	Reconciled	Solicited
Advised	Composed	Developed	Formulated	Judged	Participated	Recruited	Specified
Agreed	Condensed	Directed	Furnished	Lectured	Persuaded	Referred	Spoke
Answered	Conferred	Discussed	Incorporated	Linked	Portrayed	Reinforced	Suggested
Arbitrated	Consulted	Drafted	Influenced	Listened	Prepared	Reported	Summarized
Arranged	Contacted	Edited	Informed	Marketed	Presented	Requested	Synthesized
Articulated	Conveyed	Elicited	Inquired	Mediated	Probed	Resolved	Translated
Asked	Convinced	Endorsed	Interacted	Moderated	Promoted	Responded	Traveled
Authored	Corresponded	Enlisted	Interceded	Motivated	Proposed	Settled	Verbalized
Briefed	Counseled	Exchanged	Interpreted	Negotiated	Publicized	Signaled	Wrote
Clarified	Debated	Explained	Interviewed	Notified	Questioned		

Initiative

Adapted	Anticipated	Challenged	Embraced	Helped	Managed	Reinstated	Started
Activated	Assisted	Changed	Estimated	Implemented	Ordered	Renovated	Structured
Added	Assumed	Combined	Examined	Included	Organized	Restored	Tackled
Adjusted	Attached	Commenced	Expected	Initiated	Planned	Reworked	Took on
Adopted	Attempted	Confronted	Familiarized	Inserted	Predicted	Served	Undertook
Altered	Awaited	Counted	Fixed	Launched	Prepared	Settled	Volunteered
Analyzed	Began	Embarked	Foresaw				

Miscellaneous

Accepted	Accomplished	Acknowledged	Allowed	Believed	Completed	Performed	Succeeded
Acclaimed	Achieved	Admitted	Attended	Carried out	Fulfilled	Recognized	Understood