

Action Verb List

Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

Analytical Research

analyzed
assessed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
observed
organized
proved
researched
reviewed
searched
screened
solved
specified
summarized
surveyed
tested
validated

Communication & Persuasion

addressed
advertised
arbitrated

arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
demonstrated
described
developed
directed
discussed
dissuaded
documented
drafted
edited
educated
elicited
enlisted
established
explained
expressed
formulated
furnished
illustrated
incorporated
influenced
informed
interacted
interpreted
interviewed
involved
joined
judged
lectured
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
published
reconciled
recruited
referred
reinforced
reported
resolved

responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Creative

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
devised
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved
wrote

Financial & Data

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved

controlled
corrected
cut
decreased
determined
developed
estimated
managed
marketed
measured
planned
prepared
programmed
projected
purchased
reconciled
reduced
researched
retrieved
tabulated
trimmed

Helping

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
guided
helped
insured
intervened
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

Interpersonal/Teamwork

advised
enabled
focused
initiated
interacted
involved
listened
mediated
moderated
negotiated

Leadership/Management

accomplished
acted
administered
advanced
advised
analyzed
appointed
approved
assigned
attained
authorized
chaired
completed
considered
consolidated
contracted
controlled
converted
coordinated
counseled
decided
decreased
delegated
determined
developed
directed
dispatched
disseminated
diversified
eliminated
emphasized
enforced
enhanced
enlisted
ensured
established
examined
executed
explained
founded
generated
governed
guided
headed
hired
hosted
improved
incorporated
increased
influenced

initiated
inspected
inspired
instigated
instituted
instructed
integrated
introduced
launched
led
lowered
managed
merged
modified
motivated
organized
originated
overhauled
oversaw
pioneered
planned
presided
prioritized
produced
proposed
recommended
recruited
reorganized
replaced
represented
restored
reviewed
saved
scheduled
secured
selected
shaped
solidified
stimulated
streamlined
strengthened
supervised
terminated
trimmed
verified

Organization & Detail

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
contained
coordinated
corrected
corresponded
distributed
executed
expedited
filed

generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
planned
prepared
processed
provided
purchased
recorded
registered
reserved
responded
restructured
reviewed
routed
scheduled
screened
set up
standardized
submitted
supplied
updated
used
validated
verified

Teaching/Training

adapted
advised
appraises
clarified
coached
communicated
conducted
coordinated
critiqued
demonstrated
developed
educated
enabled
encouraged
evaluated
explained
facilitated
focused
guided
influenced
informed
instilled
instructed
motivated
persuaded
set
simulated
stimulated
taught

tested
trained
transmitted
tutored

Technical

adapted
advised
analyzed
applied
assembled
automated
built
calculated
coded
computed
computerized
conserved
constructed
controlled
converted
debugged
designed
determined
developed
diagnosed
drafted
engineered
fabricated
fortified
identified
implemented
inspected
installed
located
maintained
monitored
networked
operated
overhauled
prevented
printed
programmed
proposed
recorded
rectified
regulated
remodeled
repaired
replaced
restored
retrieved
solved
specialized
specified
standardized
studied
supported
trained
troubleshoot
upgraded
used