

ACTION VERBS – CATEGORIES

Management

developed
scheduled
planned
analyzed

supervised
reorganized

prioritized
administered
chaired
oversaw
coordinated

Communication

arranged
persuaded
promoted
influenced
proposed
reconciled

negotiated
corresponded
collaborated
interpreted

Research

critiqued
collected
investigated
evaluated
examined
reviewed

surveyed
interpreted
diagnosed
inspected
inspired

Technical

computed
maintained
repaired
designed
assembled
built

pinpointed
fabricated
devised
operated

Teaching

guided
coached
explained
adapted
advised
persuaded
taught
conducted

trained
facilitated
stimulated
informed

Financial

calculated
budgeted
computed
analyzed
balanced
managed

audited
appraised
allocated
administered

Creative

proved
shaped
customized
developed
illustrated
revised

conceptualized
established
performed
revitalized
streamlined

Helping

provided
guided
supported
educated
taught
motivated
verified

assessed
assisted
reinforced
trained
demonstrated
facilitated
inspired
participated

Clerical or Detail

approved
arranged
classified
ordered
organized
collected
implemented
processed

compiled
inspected
prepared
purchased

Accomplishment

innovated
attained
achieved
founded
eliminated
reduced
effected
overcame
originated
pioneered
convinced
conceived

overhauled
expedited

Organized

plan
schedule
organize
verify
categorize
prepare
maintain
process
provide
correct

systematize
prioritize
map out
follow-through

Adaptability/ Flexibility

adjust
adapt
learn
change
alter
modify
revise
rework

evolve
acclimate
anticipate
comply

teamwork/ team-building

share
participate
help
assist
collaborate
cooperate
contribute
support

uphold
involve
coordinate

PR/Advertising

advertise
show
market
communicate
present
influence
promote

recruit
solicit
elicit
correspond

Quantifying

cut
eliminate
lower
raise
reduce
minimize
maximize
decrease
increase

lessen

Initiative

found
set up
launch
innovate
motivate
lead
implement
pioneer
spearhead
originate

