**A**  
Accelerated 加快  
Accomplished 完成  
Achieved 取得  
Adapted 适应  
Administered 管理  
Advised 建议  
Affected 影响  
Analyzed 分析  
Appointed 任命  
Applied 申请  
Arranged 安排  
Assessed 评价  
Assisted 帮助  
Attained 取得  
Audited 审计

**B**  
Balanced 平衡  
Broadened 扩大  
Budgeted 预算  
Built 建造

**C**  
Calculated 计算  
Cataloged 编入目录  
Chaired 主持  
Changed 改变  
Chartered 租赁  
Compiled 编辑  
Completed 完成  
Composed 组成  
Computed 计算  
Conducted 处理  
Consolidated 巩固  
Constructed 建造  
Consulted 请教  
Controlled 控制  
Coordinated 协调  
Created 建立

**D**  
Delegated 授予  
Demonstrated 证明展示  
Designed 设计  
Detected 发现  
Determined 确定  
Developed 发展  
Devised 相处  
Directed 指引

**E**  
Earned 挣得  
Edited 编辑  
Educated 教育  
Eliminated 消除  
Encouraged 鼓励  
Established 建立  
Evaluated 评价  
Examined 检查  
Exceeded 超过  
Executed 执行  
Expanded 扩大  
Expedited 加快  
Extracted 选出  
**F**  
Facilitated 促进  
Formed 形成  
Formulated 阐述  
Founded 建立

**G**  
Gathered 聚集  
Generated 产生  
Governed 管理  
Guided 领导  
**H**  
Handled 处理  
Headed 带领  
Helped 帮助  
Hired 雇用

**I**  
Identified 鉴定  
Illustrated 举例  
Implemented 贯彻  
Improved 改进  
Increased 增长  
Influenced 影响  
Initiated 发动  
Innovated 创新  
Instructed 指示  
Integrated 综合  
Interpreted 口译

**L**  
Launched 发动  
Lectured 演讲  
Led 领导  
Located 位于

**M**  
Maintained 主张  
Managed 管理  
Marketed 交易  
Mastered 精通  
Mediated 调停  
Modified 改进  
Monitored 监控  
Motivated 推动

**N**  
Negotiated 谈判

**O**  
Obtained 获得  
Operated 操作  
Organized 组织  
Originated 创办

**P**  
Participated 参加  
Performed 表演  
Persuaded 说服  
Pinpointed 查明  
Planned 计划  
Prepared 准备  
Presented 提出  
Prevented 防止  
Prioritized 区分优先  
Processed 加工  
Produced 创作  
Programmed 规划  
Promoted 促进  
Proposed 提议  
Proved 证明  
Provided 提供  
Published 发表

**R**  
Recommended 推荐  
Recruited 招募  
Reduced 简化  
Regulated 调节  
Reinforced 加强  
Reorganized 改造  
Represented 声称  
Researched 研究  
Resolved 解决  
Restored 修复  
Restructured 调整  
Retrieved 找回  
Revamped 修补  
Reviewed 复习  
Revised 修订

**S**  
Saved 保存/节省  
Scheduled 安排  
Selected 挑选  
Shaped 形成  
Simplified 简化  
Sold 出售  
Solved 解决  
Specified 指定  
Staffed 供职  
Started 开始  
Streamlined 精简  
Strengthened 巩固  
Structured 组织  
Summarized 总结  
Supervised 指导  
Supported 扶持  
Sustained 支撑

**T**  
Taught 教授  
Tested 测试  
Trained 锻炼  
Transformed 转换  
Translated 翻译

**U**  
Upgraded 加固  
Used 使用  
Utilized 利用

**W**  
Won 赢得  
Worked 工作  
Wrote 写作

**行为动词分类**

**1、Achievment:表示个人成就**  
Accelerated 加快  
Accomplished 完成  
Achieved 取得  
Activated 刺激，有活力  
Attained 获得  
Completed 完成  
Earned 得到、赢得  
Effected 影响  
Elicited 导致  
Executed 执行  
Exercised 练习  
Expanded 扩张  
Expedited 加速、派出  
Generated 产生  
Improved 改善、改进  
Increased 增加  
Insured 确保  
Marketed 上市  
Mastered 掌握  
Obtained 获得  
Produced 生产  
Reduced 减少  
Reorganized 重组  
Reproduced 重新生产  
Restructured 重组、改组  
Simplified 简化  
Sold 出售  
Solicited 恳求、请求  
Streamlined 改进  
Succeeded 成功  
Upgraded 升级

**2、Help/Teach:表示教授、指导他人**  
Advised 建议、指导  
Clarified 澄清、说明  
Coached 教授  
Collaborated 合作  
Consulted 商议、咨询  
Counseled 讨论、商议  
Educated 教导、教育  
Explained 解释  
Tutored 辅导、教授  
Facilitated 促进  
Guided 指导  
Helped 帮助  
Instructed 指导  
Modeled 建模  
Participated 参加  
Taught 教授  
Trained 训练

**3、administrative:表示行政、管理能力**  
Arranged 安排  
Channeled 开导、引导  
Charted 制图  
Collated 比较  
Collected 收集  
Coordinated 调整  
Dispensed 分配  
Distributed 分配  
Established 建立  
Executed 执行、完成  
Implanted 贯彻、实现  
Installed 安装  
Supported 支持、支援  
Maintained 维护  
Offered 预定  
Outlined 要点、略述  
Performed 表现/表演/完成任务  
Prepared 准备  
Processed 处理、加工  
Provided 供应、提供  
Purchased 购买、采购  
Recorded 记录  
Rendered 归还、汇报  
Served 服侍、供应  
Serviced 保养、维修  
Sourced 来源

**4、Lead/Managed:表示领导能力**  
Handled 处理  
Acquired 获得  
Administered 管理  
Approved 认可、核准  
Assigned 分配  
Chaired 领导  
Contracted 签合同  
Controlled 控制、支配  
Decided 决定  
Delegated 委派为代表  
Directed 指导  
Enlisted 征募  
Governed 管理、统治  
Initiated 创立、制定  
Interviewed 接见、面试  
Managed 管理、操纵  
Motivated 激发  
Named 命名  
Preside 主持  
Recruited 招募  
Retained 保持  
Reviewed 回顾  
Selected 选择  
Shaped 成型、塑造  
Supervised 管理、监督  
United 联合

**5. Communication:表示人际沟通能力**  
Addressed 致辞、从事  
Arbitrated 公断  
Articulated 清晰阐明  
Briefed 简要  
Communicated 联系、沟通  
Conducted 执行  
Contacted 接触、联系  
Conveyed 传达  
Corresponded 通信、响应  
Delivered 运输、传递  
Demonstrate 证明  
Edited 编辑、校订  
Entertained 款待、招待  
Informed 通知  
Lectured 授课  
Mediated 仲裁、调停  
Negotiated 谈判  
Persuaded 说服  
Presented 表达、介绍  
Promoted 促进、提拔  
Proposed 提出  
Published 公布、发表  
Publicized 宣言  
Reported 报告  
Represented 声称、描绘  
Responded 反应  
Suggested 建议  
Translated 翻译  
Wrote 写作

**6、Plan/Organize:表示组织、计划能力**  
Allocated 分配  
Anticipated 参加  
Arranged 安排、计划  
Catalogued 分类  
Categorized 分类、归类  
Classified 分类  
Collected 收集  
Consolidated 整理  
Convened 召集  
Edited 编辑、校订  
Eliminated 消除、排除  
Employed 使用  
Gathered 集中  
Grouped 分组、分类  
Monitored 指导  
Organized 组织  
Planned 计划  
Regulated 管理、控制  
Scheduled 日程安排  
Structured 组织  
Summarized 总结  
Targeted 对准目标

**7、Creative:表示创造、创新能力**  
Authored 写作  
Changed 改变  
Conceived 构想  
Constructed 构造、创立  
Created 创造  
Developed 发展、发明  
Devise 设计、发明  
Drafted 设计、起草  
Established 建立  
Formulated 简洁陈述、成立  
Founded 成立  
Illustrated 举例说明  
Influenced 影响  
Introduced 介绍  
Invented 发明  
Launched 发射、发起、发行  
Originated 发明  
Revamped 修补  
Revised 修订  
Staged 筹备、举行  
Updated 升级  
Visualized 想象、显现

**8、Research/Analytica:表示研究、逻辑分析能力**  
Assessed 评估  
Compared 比较  
Criticize 批评、评价  
Defined 定义  
Derived 发明  
Detected 探测  
Determined 决定  
Discovered 发现  
Evaluated 评价  
Examined 检查  
Explored 开发、探究  
Surveyed 测量、调查  
Verified 核实、确实  
Founded 创立、创办  
Inspected 检查  
Interpreted 调查  
Located 定位  
Measured 测量  
Observed 观察  
Predicted 预测  
Rated 估计、鉴定  
Recommended 推荐  
Researched 研究、调查  
Reviewed 复习、回顾  
Searched 搜索  
Studied 学习

**9、Financial:表示金融、财经知识**  
Allocated 分配、指派  
Analyzed 分析  
Appraised 评价  
Audited 审计  
Balanced 平衡  
Budgeted 做预算  
Calculated 计算  
Compiled 编辑、编译  
Tabulated 列表  
Computed 计算  
Controlled 控制  
Disbursed 支付  
Figured 演算  
Financed 提供经费、筹资  
Forecasted 预测  
Projected 设计、计划  
Reconciled 和解

**10. Technical:表示技术能力**  
Adapted 使适应  
Adjusted 调整  
Applied 应用  
Built 建立  
Computed 计算  
Constructed 搭建  
Designed 设计、策划  
Diagnosed 诊断  
Engineered 工程  
Experimented 试验  
Maintained 维护  
Modified 改进、调整  
Reinforced 加强  
Repaired 修理、修补  
Resolved 解决  
Restored 修复、重建  
Solved 解决  
Specified 详细说明  
Systematized 系统化  
Tested 测试  
Operated 操作  
Prescribed 指示  
Programmed 编程  
Proved 证明