



SUGGESTED ACTION VERBS

| | | | | |
|--------------|--------------|--------------|-------------|--------------|
| accomplished | contributed | explored | ordered | served |
| achieved | coordinated | fabricated | organized | serviced |
| adapted | created | filed | originated | shopped |
| added | debugged | financed | performed | shot |
| administered | decreased | gained | planned | sold |
| analyzed | delivered | generated | planted | solved |
| applied | delivered | hammered | prepared | sponsored |
| assembled | demonstrated | handled | produced | spread |
| assisted | designed | implemented | programmed | stapled |
| attained | developed | improved | provided | strengthened |
| attained | devised | increased | published | studied |
| augmented | documented | initiated | purchased | supervised |
| awarded | drafted | installed | raised | supplemented |
| boosted | drew | invented | reconciled | taught |
| bought | earned | investigated | reduced | tended |
| broadened | edited | laid-out | remodeled | tested |
| built | eliminated | launched | repaired | traced |
| calculated | ensured | leveled | reported | trained |
| calculated | established | maintained | researched | transformed |
| catered | evaluated | mastered | restored | transmitted |
| compiled | exceeded | measured | revamped | utilized |
| completed | excelled | modernized | revised | verified |
| conducted | expanded | observed | revitalized | washed |
| constructed | expedited | operated | saved | wrote |

Leadership, Decision Making, or Management Skills

| | | | | |
|------------|------------|-----------|-------------|-------------|
| allocated | founded | led | pioneered | spearheaded |
| determined | governed | managed | presided | sponsored |
| directed | hired | moderated | produced | staged |
| elected | initiated | motivated | recruited | started |
| enlisted | inspired | operated | represented | supervised |
| formed | instituted | oversaw | selected | |

Administrative, Organizational, and Follow-Through Skills

| | | | | |
|--------------|--------------|-------------|------------|-------------|
| administered | delegated | headed | ordered | referred |
| appointed | determined | implemented | organized | regulated |
| arranged | directed | initiated | overhauled | reorganized |
| assembled | dispatched | installed | oversaw | represented |
| cataloged | dispensed | instituted | planned | revamped |
| centralized | disseminated | issued | prepared | reviewed |
| collected | distributed | launched | prescribed | routed |
| completed | eliminated | maintained | presided | scheduled |
| conducted | enforced | managed | processed | selected |
| consolidated | executed | motivated | provided | supervised |
| contracted | formalized | obtained | recorded | supplied |
| controlled | founded | offered | recruited | terminated |
| coordinated | governed | opened | rectified | updated |

Communication Skills

| | | | | |
|------------------|--------------|-------------|-------------|------------|
| acquainted | contacted | handled | moderated | spoke |
| acted as liaison | correspond | informed | negotiated | summarized |
| advised | counseled | informed | notified | taught |
| advocated | demonstrated | instructed | presented | trained |
| answered | demonstrated | instructed | promoted | trained |
| apprised | displayed | interpreted | publicized | translated |
| arbitrated | drafted | interviewed | published | translated |
| authored | edited | introduced | recommended | wrote |
| briefed | educated | lectured | referred | |
| commented | explained | listened | reported | |
| conducted | familiarized | marketed | responded | |
| consulted | guided | mediated | sold | |

Analytical or Research Skills

| | | | | |
|------------|----------------|------------|--------------|------------|
| amplified | computed | edited | interpreted | studied |
| analyzed | consulted | evaluated | interviewed | surveyed |
| analyzed | detected | examined | investigated | systemized |
| assessed | diagnosed | forecasted | programmed | tested |
| audited | differentiated | formulated | researched | |
| calculated | discovered | gathered | researched | |
| compiled | documented | identified | searched | |

Ability to Create or Innovate

| | | | | |
|----------|-----------|---------|---------|----------|
| authored | conceived | created | devised | invented |
|----------|-----------|---------|---------|----------|

| | | | | |
|----------------|----------------|----------|-------------|------------|
| composed | conceptualized | designed | established | originated |
| revolutionized | | | | |

Counseling, Helping, or Mediating Skills

| | | | | |
|--------------|-------------|-----------|-----------|---------|
| aided | comforted | fostered | provided | treated |
| assisted | contributed | guided | settled | tutored |
| attended | counseled | instilled | supported | |
| collaborated | facilitated | mentored | | |

Ability to Convince or Sell

| | | | | |
|------------|------------|------------|------------|-----------|
| arbitrated | encouraged | negotiated | publicized | sold |
| convinced | marketed | persuaded | resolved | solicited |
| dissuaded | mediated | promoted | secured | |

Planning & Development

| | | | | |
|-----------|------------|-----------|----------|----------|
| broadened | devised | estimated | invented | prepared |
| created | discovered | improved | modified | produced |
| designed | drafted | initiated | planned | proposed |
| developed | | | | |

Financial/Records Management

| | | | | |
|------------|------------|-------------|-----------|-----------|
| allocated | classified | guaranteed | maximized | purchased |
| audited | collected | inventoried | minimized | scheduled |
| balanced | condensed | invested | monitored | tallied |
| catalogued | documented | listed | processed | traced |
| charted | expedited | logged | procured | updated |

Manual

| | | | | |
|-------------|------------|------------|----------|---------|
| assembled | delivered | modernized | repaired | rewired |
| built | installed | navigated | replaced | trimmed |
| constructed | maintained | operated | restored | |