

ACTION VERBS

ANALYSIS & PROBLEM SOLVING

Abstracted
Analyzed
Appraised
Briefed
Clarified
Compared
Computed
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Evaluated
Examined
Identified
Interviewed
Investigated
Judged
Maintained
Mapped
Monitored
Observed
Perceived
Ranked
Read
Reasoned
Related
Researched
Reviewed
Screened
Scanned
Solved
Studied
Summarized
Surveyed
Synthesized
Verified
Visualized

ASSISTANCE

Advised
Bolstered
Collaborated
Contributed
Consulted
Cooperated
Enlisted
Facilitated
Fostered
Helped
Participated
Referred
Served
Strengthened
Supported
Sustained

COMMUNICATION

Addressed
Advertised
Answered
Briefed
Communicated
Corresponded
Debated
Explained
Expressed
Facilitated
Interpreted
Interviewed
Lectured
Listened
Narrated

Prepared
Presented
Publicized
Recorded
Responded
Spoke
Wrote

CREATION & DEVELOPMENT

Adapted
Authored
Bolstered
Built
Charged
Clarified
Composed
Conceived
Corrected
Created
Designed
Developed
Devised
Discovered
Drafted
Eliminated
Established
Expanded
Expedited
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Modified
Originated
Perceived
Performed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Restored
Refined
Revamped
Shaped
Simplified
Solved
Styled
Streamlined
Substituted
Visualized

ACHIEVEMENT

Advanced
Assured
Bolstered
Eliminated
Encourage
Enhanced
Expanded
Facilitated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Inspired
Mastered
Maximized
Motivated

Obtained
Overcame
Promoted
Reduced
Restored
Stimulated
Strengthened
Upgraded

TEACHING & COUNSELING

Adapted
Advised
Advocated
Aided
Assessed
Assisted
Bolstered
Briefed
Cared
Charged
Clarified
Coached
Comforted
Communicated
Conducted
Coordinated
Demonstrated
Educated
Empathized
Enabled
Encouraged
Enlightened
Guided
Helped
Implemented
Improved
Influenced
Informed
Inspired
Interpreted
Investigated
Observed
Perceived
Persuaded
Restored
Saved
Shared
Solved
Spoke
Stimulated
Strengthened
Substituted
Supported
Sustained
Taught
Trained
Validated

OPERATIONS

Adjusted
Adapted
Bolstered
Clarified
Corrected
Eliminated
Expedited
Facilitated
Fixed
Implemented
Installed
Performed
Prepared
Prioritized
Produced
Programmed
Promoted

Reduced
Repaired
Serviced
Set
Transported
Upheld
Used
Utilized

NEGOTIATION

Advised
Advocated
Arbitrated
Bargained
Expedited
Facilitated
Lobbied
Mediated
Merged
Motivated
Negotiated
Persuaded
Promoted
Reconciled
Solved

ORGANIZATION

Accumulated
Arranged
Assembled
Built
Catalogued
Clarified
Classified
Coordinated
Correlated
Detailed
Developed
Facilitated
Filed
Gathered
Graphed
Identified
Inspected
Located
Maintained
Mapped
Met (deadlines)
Methodized
Obtained
Organized
Planned
Prioritized
Processed
Programmed
Reorganized
Reproduced
Retrieved
Revamped
Revised
Scheduled
Simplified
Solved
Streamlined
Structured
Synthesized
Systemized
Updated

SERVICE

Attended
Cared
Catered
Delivered
Entertained
Facilitated
Listened

Maintained
Prepared
Procured
Provided
Satisfied
Served
Supplied

PERSUASION

Aided
Advertised
Auctioned
Bolstered
Enlisted
Facilitated
Helped
Improved
Led
Maintained
Motivated
Negotiated
Persuaded
Promoted
Purchased
Raised
Recommended
Recruited

SUPERVISION & MANAGEMENT

Administered
Allocated
Approved
Arranged
Assigned
Authorized
Bolstered
Coached
Conducted
Decided
Delegated
Directed
Dispatched
Distributed
Educated
Encouraged
Enforced
Evaluated
Executed
Exercised
Expedited
Facilitated
Fired
Followed
(through)
Hired
Implemented
Instructed
Led
Maintained
Met (deadlines)
Monitored
Motivated
Organized
Oversaw
Planned
Prepared
Regulated
Reinforced
Responded
Retained
Reviewed
Scheduled
Supervised
Taught
Trained