

ADMINISTRATIVE

activated, altered, assembled, approved, arranged, catalogued, classified, collected, compiled, described, dispatched, edited, estimated, executed, gathered, generated, implemented, inspected, listed, maintained, monitored, observed, operated, organized, overhauled, prepared, processed, proofread, published, purchased, recorded, reduced, retrieved, screened, specified, streamlined, systematized.

ASSISTING

advised, aided, assessed, assisted, brought, clarified, coached, coordinated, counseled, dealt, demonstrated, diagnosed, educated, encouraged, enlisted, expedited, facilitated, familiarized, guided, helped, inspired, maintained, modified, performed, referred, rehabilitated, represented, supported, upheld.

COMMUNICATION

addressed, arbitrated, arranged, authored, communicated, corresponded, counseled, developed, defined, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, motivated, negotiated, persuaded, promoted, publicized, reconciled, reunited, renegotiated, reported, researched, summarized, spoke, translated, wrote.

CREATIVE

acted, applied, composed, conceived, conceptualized, created, designed, developed, directed, established, evaluated, fashioned, formed, formulated, founded, illustrated, instituted, integrated, introduced, invented, loaded, molded, originated, perceived, performed, planned, presented, produced, refined, rewrote, updated.

FINANCIAL

adjusted, administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, compared, computed, developed, estimated, forecast, forecasted, managed, marketed, planned, projected, reevaluated, reconciled, researched, sold.

MANAGEMENT

achieved, administered, analyzed, assigned, attained, chaired, conceived, contracted, consolidated, coordinated, decided, delegated, developed, directed, encouraged, evaluated, executed, handled, implemented, improved, incorporated, increased, inspired, launched, led, managed, motivated, organized, outlined, oversaw, planned, prioritized, produced, recommended, reevaluated, rejected, reported, reviewed, scheduled, strengthened, supervised, united.

TECHNICAL

analyzed, assembled, built, calculated, computed, designed, devised, engineered, fabricated, inspected, maintained, operated, overhauled, programmed, remodeled, repaired, solved, trained, upgraded.

TRAINING

adapted, advised, clarified, coached, communicated, coordinated, defined, developed, enabled, encouraged, evaluated, explained, facilitated, guided, informed, initiated, instructed, lectured, persuaded, presented, set goals, stimulated, taught, trained, updated.

OTHER ACTION VERBS

anticipated, arbitrated, ascertained, charted, checked, classified, collected, completed, conducted, conserved, consolidated, constructed, controlled, coordinated, counseled, created, decided, defined, delivered, detected, determined, devised, diagnosed, directed, discovered, dispensed, displayed, disproved, dissected, distributed, diverted, dramatized, drew, drove, eliminated, empathized, enforced, established, estimated, evaluated, examined, expanded, experimented, explained, expressed, extracted, filed, fixed, followed, formulated, founded, gathered, gave, generated, guided, handled, headed, helped, hypothesized, identified, illustrated, imagined, implemented, improved, improvised, increased, influenced, informed, initiated, innovated, inspected, installed, instituted, instructed, integrated, interpreted, interviewed, invented, inventoried, investigated, judged, learned.