

Action Verbs

Communication/People

addressed	consulted	elicited	judged	presented	specialized
advertised	contacted	enlisted	lectured	promoted	specified
arbitrated	conveyed	explained	listened	proposed	spoke
articulated	convinced	expressed	marketed	publicized	suggested
authored	corresponded	formulated	mediated	reconciled	summarized
clarified	debated	furnished	moderated	recruited	synthesized
collaborated	defined	incorporated	motivated	referred	translated
communicated	developed	influenced	negotiated	reinforced	wrote
compared	directed	interacted	observed	reported	
composed	discussed	interpreted	outlined	resolved	
condensed	drafted	interviewed	participated	responded	
conferred	edited	involved	persuaded	solicited	

Creative

acted	condensed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	

Data/Financial

adjusted	assessed	computed	estimated	netted	qualified
administered	audited	conserved	forecasted	planned	reconciled
allocated	balanced	corrected	managed	prepared	reduced
analyzed	budgeted	determined	marketed	programmed	researched
appraised	calculated	developed	measured	projected	retrieved

Helping

adapted	clarified	diagnosed	furthered	provided	supported
advocated	coached	educated	guided	referred	volunteered
aided	collaborated	encouraged	helped	rehabilitated	
answered	contributed	ensured	insured	represented	
arranged	cooperated	expedited	intervened	resolved	
assessed	counseled	facilitated	motivated	simplified	
assisted	demonstrated	familiarized	prevented	supplied	

Management/Leadership

administered	contracted	enhanced	increased	overhauled	scheduled
analyzed	controlled	established	initiated	oversaw	secured
appointed	converted	evaluated	inspected	planned	selected
approved	coordinated	executed	instituted	presided	streamlined
assigned	decided	generated	led	prioritized	strengthened
attained	delegated	handled	managed	produced	supervised
authorized	developed	headed	merged	recommended	
chaired	directed	hired	motivated	reorganized	
considered	eliminated	hosted	navigated	replaced	
consolidated	emphasized	improved	organized	restored	

Organizational/Clerical

approved	compiled	implemented	ordered	reserved	standardized
arranged	corrected	incorporated	organized	responded	submitted
catalogued	corresponded	inspected	prepared	retrieved	supplied
categorized	dispatched	logged	processed	reviewed	systematized
charted	distributed	maintained	provided	routed	tabulated
classified	executed	monitored	purchased	scheduled	updated
coded	filed	obtained	recorded	screened	validated
collected	generated	operated	registered	specified	verified

Research

analyzed	detected	explored	interpreted	organized	surveyed
clarified	determined	extracted	interviewed	researched	systematized
collected	diagnosed	formulated	invented	reviewed	tested
compared	evaluated	gathered	investigated	searched	
conducted	examined	identified	located	solved	
critiqued	experimented	inspected	measured	summarized	

Teaching

adapted	conducted	encouraged	guided	instructed	taught
advised	coordinated	evaluated	individualized	motivated	tested
clarified	critiqued	explained	informed	persuaded	trained
coached	developed	facilitated	initiated	simulated	transmitted
communicated	enabled	focused	instilled	stimulated	tutored

Technical

adapted	conserved	developed	maintained	regulated	specialized
applied	constructed	devised	operated	remodeled	standardized
assembled	converted	engineered	overhauled	repaired	studied
built	debugged	fabricated	printed	replaced	trained
calculated	designed	fortified	programmed	restored	upgraded
computed	determined	installed	rectified	solved	utilized

Words to Avoid

accused	burned	immolated	maimed	sacrificed
arrested	embezzled	indicted	misappropriated	stole