

Action Verbs

Communicative

addressed
arbitrated
arranged
authored
briefed
communicated
composed
contacted
convinced
described
developed
directed
documented
drafted
edited
enlisted
formulated
influenced
informed
interpreted
interviewed
lectured
marketed
mediated
moderated
motivated
negotiated
persuaded
presented
promoted
publicized
published
reconciled
recruited
reported
spoke
summarized
translated
wrote

Creative

acted
composed
conceived
conceptualized
conducted
created
designed
developed
directed
established
fashioned
founded
illustrated
improvised
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Financial

accounted for
adjusted
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
controlled
developed
financed
forecasted
managed
marketed
monitored
planned
procured
projected
purchased
reconciled
researched

Helping

advised
advocated
assessed
clarified
coached
counseled
demonstrated
diagnosed
educated
ensured
evaluated
expedited
facilitated
familiarized
fostered
guided
observed
provided
referred
rehabilitated
represented
supported

Management

administered
analyzed
appointed
approved
assigned
assumed
attained
chaired
contracted
consolidated
consulted
delegated
designated
determined
developed
directed
evaluated
executed
formulated
managed
organized
oversaw
planned
prioritized
produced
recommended
recruited
reviewed
scheduled
supervised

Organizational

approved
arranged
catalogued
classified
collected
compiled
consolidated
dispatched
distributed
enlisted
executed
expedited
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
revamped
revised
retrieved
scheduled
screened
specified
systematized
tabulated
updated
validated

Research

acquired
analyzed
calculated
clarified
collected
compared
conducted
critiqued
diagnosed
designed
determined
evaluated
examined
extracted
formulated
identified
inspected
interpreted
interviewed
investigated
located
modified
organized
processed
reviewed
researched
summarized
surveyed
systematized

Results

achieved
accelerated
accomplished
attained
awarded
completed
contributed
decreased
eliminated
enlarged
established
expanded
improved
increased
initiated
introduced
launched
pioneered
recognized as
reduced
resolved
selected as
succeeded

Technical

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