

# Action Verbs

## ANALYSIS & PROBLEM SOLVING

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

## ASSISTANCE

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

## COMMUNICATION

Addressed  
Advertised  
Answered  
Briefed  
Communicated  
Corresponded  
Explained  
Expressed  
Facilitated  
Interpreted  
Interviewed  
Listened  
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  
Launched  
Modified  
Originated  
Performed  
Planned  
Prioritized  
Produced  
Promoted  
Proposed  
Recommended

Reduced  
Refined  
Shaped  
Simplified  
Solved  
Streamlined  
Substituted  
Visualized

## ACHIEVEMENT

Advanced  
Assured  
Bolstered  
Eliminated  
Encouraged  
Enhanced  
Expanded  
Facilitated  
Fostered  
Generated  
Guaranteed  
Identified  
Improved  
Increased  
Inspired  
Mastered  
Maximized  
Motivated  
Promoted  
Reduced  
Restored  
Stimulated  
Strengthened  
Upgraded

## TEACHING & COUNSELING

Adapted  
Advised  
Advocated  
Aided  
Assessed  
Bolstered  
Cared  
Charged  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Demonstrated  
Educated  
Enabled  
Guided  
Implemented  
Improved  
Influenced

Informed  
Inspired  
Interpreted  
Investigated  
Persuaded  
Restored  
Saved  
Shared  
Solved  
Spoke  
Stimulated  
Strengthened  
Supported  
Sustained  
Taught  
Trained

## OPERATIONS

Adjusted  
Adapted  
Clarified  
Corrected  
Eliminated  
Expedited  
Facilitated  
Fixed  
Implemented  
Installed  
Performed  
Prepared  
Prioritized  
Produced  
Programmed  
Reduced  
Repaired  
Set  
Transported  
Upheld

## NEGOTIATION

Advised  
Advocated  
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  
Gathered  
Identified  
Inspected  
Located  
Maintained  
Mapped  
Met (deadlines)  
Organized  
Planned  
Prioritized  
Processed  
Programmed  
Reorganized  
Reproduced  
Retrieved  
Revised  
Scheduled  
Simplified  
Solved  
Structured  
Synthesized  
Systemized  
Updated

## SERVICE

Attended  
Delivered  
Entertained  
Facilitated  
Listened  
Maintained  
Prepared  
Procured  
Provided  
Satisfied  
Served  
Supplied

## PERSUASION

Aided  
Advertised  
Auctioned  
Enlisted  
Facilitated

Improved  
Led  
Maintained  
Motivated  
Negotiated  
Persuaded  
Promoted  
Purchased  
Raised  
Recommended  
Recruited

## SUPERVISION & MANAGEMENT

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