
ACTION VERBS

Remember to use the correct verb tense.

Communication

Addressed
Arbitrated
Authored
Corresponded
Directed
Drafted
Edited
Enlisted
Expressed
Formulated
Influenced
Interpreted
Interviewed
Lectured
Mediated
Moderated
Negotiated
Persuaded
Presented
Promoted
Publicized

Creative

Acted
Arranged
Conceptualized
Created
Designed
Developed
Directed
Engineered
Established
Fashioned
Founded
Illustrated
Integrated
Introduced
Invented
Imagined
Modernized
Originated
Performed
Planned
Publicized
Revitalized

Financial

Accounted
Administered
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Downsized
Forecasted
Generated
Managed
Marketed
Planned
Projected
Researched
Secured

Helping

Advised
Assisted
Clarified
Coached
Counseled
Developed
rapport
Encouraged
Educated
Empathized
Established
relationships
Expedited
Facilitated
Familiarized
Guided
Mentored
Referred
Rehabilitated
Represented
Supported
Supplied
Rectified

Technical

Assembled
Calculated
Catalogued
Computed
Designed
Detected
Devised
Engineered
Fabricated
Integrated
Maintained
Operated
Programmed
Remodeled
Revamped
Solved
Streamlined
Trained
Upgraded
Translated

Office Support

Allocated
Approved
Arranged
Catalogued
Classified
Compiled
Dispatched
Executed
Formulated
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Scheduled
Specified
Systematized
Tabulated
Validated

Research

Analyzed
Assessed
Collected
Compared
Critiqued
Diagnosed
Documented
Dissected
Evaluated
Examined
Extracted
Hypothesized
Identified
Inspected
Interpreted
Interviewed
Investigated
Located
Measured
Observed
Questioned
Reviewed
Screened
Summarized
Surveyed
Synthesized
Systematized

Management

Administered
Assigned
Attained
Authorized
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Instituted
Lead
Managed
Met goals
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed

Teaching

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Motivated
Persuaded
Presented
Set goals
Stimulated

Writing

Addressed
Authored
Composed
Drafted
Edited
Formulated
Indited
Inscribed
Printed
Produced
Publicized
Recorded
Reproduced
Scribed
Scripted
Transcribed
Wrote
