

Action Verbs by Category

Analytical/Analysis						
Analyzed	Compiled	Critiqued	Evaluated	Integrated	Negotiated	Reviewed
Appraised	Conceptualized	Deliberated	Examined	Investigated	Projected	Synthesized
Assessed	Concluded	Diagnosed	Forecasted	Justified	Recommended	Validated
Compared	Confirmed	Estimated	Formulated	Measured	Researched	Verified

Creativity						
Acted	Conceptualized	Developed	Engineered	Illustrated	Modified	Produced
Brainstormed	Constructed	Directed	Envisioned	Imagined	Originated	Shaped
Composed	Designed	Displayed	Generated	Invented	Performed	Visualized

Critical Thinking/Problem Solving						
Administered	Customized	Fulfilled	Operated	Reconciled	Remodeled	Sold
Alleviated	Displayed	Generated	Performed	Rectified	Repaired	Solicited
Collected	Distributed	Identified	Processed	Reduced	Restored	Stocked
Completed	Exercised	Input	Procured	Refined	Retrieved	Streamlined
Conducted	Extracted	Interceded	Produced	Reinforced	Revitalized	Strengthened
Counseled	Finalized	Merchandised	Prospected	Remedied	Settled	Supplemented

Digital Technology						
Audited	Converted	Functionalized	Isolated	Prototyped	Replicated	Tabulated
Budgeted	Corrected	Initialized	Merged	Quantified	Requisitioned	Tested
Calculated	Counted	Inspected	Optimized	Rebooted	Routed	Troubleshoot
Calibrated	Decoded	Integrated	Programmed	Recorded	Stabilized	Validated
Coded	Digitized	Inventoried	Projected	Reduced	Systemized	Verified

Flexibility/Adaptability						
Acclimated	Adapted	Altered	Balanced	Grew	Modified	Tailored
Accommodated	Adjusted	Amended	Converted	Improvised	Revised	Transitioned

Global/Intercultural Fluency						
Advocated	Cultivated	Enriched	Forged	Learned	Served	Understood
Collaborated	Diversified	Explored	Joined	Partnered	Supported	Valued

Leadership						
Administered	Authorized	Directed	Enhanced	Founded	Managed	Pioneered
Advised	Chaired	Educated	Enlisted	Guided	Mentored	Spearheaded
Allocated	Coached	Empowered	Envisioned	Initiated	Moderated	Strengthened
Appointed	Delegated	Enabled	Facilitated	Instructed	Monitored	Supervised
Assigned	Designated	Encouraged	Fostered	Led	Motivated	Trained

Management						
Assigned	Corrected	Explored	Instituted	Measured	Recruited	Screened
Authorized	Developed	Implemented	Judged	Modified	Regulated	Supervised
Coached	Established	Indexed	Maintained	Monitored	Reviewed	Supplied
Coordinated	Evaluated	Inspected	Managed	Oversaw	Revised	Trained

Oral/Written Communication						
Addressed	Consulted	Explained	Interpreted	Presented	Represented	Surveyed
Briefed	Corresponded	Highlighted	Marketed	Referred	Sold	Synthesized
Clarified	Demonstrated	Illustrated	Negotiated	Reinforced	Suggested	Translated
Communicated	Drafted	Informed	Persuaded	Reported	Summarized	Wrote

Planning						
Administered	Commissioned	Developed	Guided	Moderated	Prepared	Revised
Anticipated	Coordinated	Evaluated	Identified	Organized	Prioritized	Strategized
Assembled	Determined	Forecasted	Implemented	Planned	Researched	Tailored

Professionalism/Work Ethic/Initiative						
Accelerated	Boosted	Earned	Finalized	Integrated	Obtained	Suggested
Accomplished	Built	Enhanced	Fulfilled	Introduced	Opened	Targeted
Achieved	Combined	Ensured	Gained	Joined	Orchestrated	Updated
Acquired	Completed	Established	Improved	Launched	Overcame	Upgraded
Advanced	Contributed	Excelled	Increased	Minimized	Reduced	Managed
Attained	Coordinated	Expanded	Initiated	Modernized	Revamped	Resolved
Awarded	Dedicated	Expedited	Innovated	Modified	Spearheaded	Streamlined

Teamwork/Collaboration						
Assisted	Coached	Cooperated	Enabled	Mediated	Partnered	Supported
Alleviated	Collaborated	Cultivated	Fostered	Modeled	Represented	Teamed
Balanced	Contributed	Diversified	Helped	Participated	Served	Volunteered