

action VERBS

Achievement	Analysis & Problem-Solving	Projected	Discussed	Discovered	Convinced
Accelerated	Abstracted	Promoted	Drafted	Displayed	Expedited
Accomplished	Adjusted	Purchased	Edited	Drafted	Facilitated
Achieved	Administered	Qualified	Elicited	Drew	Lobbied
Acquired	Allocated	Ranked	Encouraged	Eliminated	Mediated
Advanced	Analyzed	Read	Explained	Entertained	Merged
Assured	Appraised	Reasoned	Expressed	Established	Motivated
Attained	Assessed	Reconciled	Facilitated	Expanded	Negotiated
Augmented	Audited	Recorded	Formulated	Expedited	Persuaded
Bolstered	Balanced	Recruited	Influenced	Fashioned	Promoted
Completed	Briefed	Reduced	Interpreted	Formulated	Reconciled
Contributed	Budgeted	Related	Interviewed	Founded	Solved
Doubled	Calculated	Researched	Involved	Illustrated	Operations
Edited	Clarified	Retrieved	Joined	Initiated	Adapted
Effected	Compared	Reviewed	Lectured	Innovated	Adjusted
Eliminated	Compiled	Scanned	Listened	Instituted	Bolstered
Encouraged	Computed	Screened	Mediated	Integrated	Clarified
Enhanced	Conserved	Solved	Moderated	Introduced	Corrected
Established	Corrected	Specified	Narrated	Invented	Eliminated
Exceeded	Correlated	Studied	Negotiated	Launched	Engineered
Expanded	Critiqued	Summarized	Prepared	Marketed	Expedited
Facilitated	Debated	Surveyed	Presented	Modeled	Fabricated
Formulated	Defined	Synthesized	Publicized	Modified	Facilitated
Fostered	Determined	Tabulated	Recorded	Originated	Fixed
Generated	Diagnosed	Translated	Renegotiated	Perceived	Implemented
Guaranteed	Dissected	Validated	Responded	Performed	Installed
Identified	Estimated	Verified	Reunited	Photographed	Operated
Improved	Evaluated	Visualized	Spoke	Planned	Overhauled
Increased	Examined	Communication & Interpersonal Skills	Translated	Prioritized	Performed
Initiated	Extracted	Addressed	Wrote	Produced	Prepared
Inspired	Forecasted	Advertised	Creation & Development	Promoted	Prioritized
Launched	Formulated	Answered	Acted	Proposed	Produced
Mastered	Identified	Arbitrated	Adapted	Recommended	Programmed
Maximized	Influenced	Arranged	Authored	Reduced	Promoted
Motivate	Interviewed	Articulated	Began	Refined	Ran
Obtained	Investigated	Authorized	Bolstered	Restored	Reduced
Overcame	Judged	Briefed	Built	Revamped	Remodeled
Pioneered	Made (decisions)	Collaborated	Charged	Revised	Repaired
Promoted	Maintained	Communicated	Clarified	Set	Serviced
Proved	Mapped	Conferred	Combined	Shaped	Set
Provided	Measured	Consulted	Conceived	Simplified	Transported
Reduced	Mediated	Contacted	Conceptualized	Solved	Upheld
Re-established	Moderated	Conveyed	Corrected	Streamlined	Used
Resolved	Monitored	Convinced	Created	Styled	Utilized
Restored	Negotiated	Corresponded	Customized	Substituted	Organization
Stimulated	Netted	Counseled	Decided	Visualized	Accumulated
Strengthened	Observed	Debated	Developed	Negotiation	Approved
Succeeded	Organized	Defined	Devised	Advised	Arranged
Transformed	Perceived	Developed	Directed	Advocated	Assembled
Upgraded	Persuaded	Directed		Arbitrated	Built
Validated	Planned			Bargained	Catalogued
	Prepared			Collaborated	Categorized
				Compromised	Charted

Clarified	Screened	Answered	Advocated	Restored	Facilitated
Classified	Set	Arranged	Aided	Saved	Followed (through)
Coded	Simplified	Assessed	Assessed	Shared	Founded
Collected	Solved	Attended	Assisted	Simulated	Generated
Compiled	Standardized	Bolstered	Bolstered	Solved	Governed
Coordinated	Structured	Cared	Briefed	Spoke	Guided
Corrected	Submitted	Catered	Cared	Stimulated	Headed
Correlated	Supplied	Clarified	Charged	Strengthened	Hired
Corresponded	Synthesized	Coached	Clarified	Substituted	Implemented
Detailed	Systemized	Collaborated	Coached	Supported	Improved
Developed	Updated	Consulted	Comforted	Sustained	Incorporated
Distributed	Validated	Contributed	Communicated	Taught	Increased
Executed	Verified	Cooperated	Conducted	Tested	Initiated
Facilitated		Counseled	Consulted	Trained	Inspired
Filed	Persuasion	Delivered	Coordinated	Transmitted	Instituted
Gathered	Advertised	Demonstrated	Counseled	Tutored	Instructed
Generated	Aided	Educated	Critiqued	Validated	Integrated
Graphed	Auctioned	Encouraged	Demonstrated		Led
Identified	Bolstered	Enlisted	Developed	Supervision, Management, & Leadership	Maintained
Incorporated	Clarified	Ensured	Diagnosed	Administered	Managed
Inspected	Collaborated	Entertained	Educated	Allocated	Marketed
Located	Consulted	Expedited	Empathized	Approved	Monitored
Logged	Discussed	Facilitated	Enabled	Arranged	Motivated
Maintained	Enlisted	Fostered	Encouraged	Assigned	Operated
Mapped	Explained	Furnished	Evaluated	Attained	Organized
Met (deadlines)	Expressed	Furthered	Expedited	Authorized	Originated
Methodized	Facilitated	Guided	Explained	Bolstered	Overhauled
Monitored	Guided	Helped	Facilitated	Chaired	Oversaw
Obtained	Helped	Intervened	Familiarized	Coached	Planned
Operated	Improved	Listened	Focused	Conducted	Prepared
Ordered	Led	Maintained	Guided	Contracted	Presided
Organized	Maintained	Participated	Helped	Coordinated	Prioritized
Planned	Mediated	Prepared	Implemented	Decided	Produced
Prepared	Motivated	Procured	Improved	Delegated	Recommended
Prioritized	Negotiated	Provided	Influenced	Developed	Regulated
Processed	Persuaded	Referred	Informed	Directed	Reinforced
Programmed	Promoted	Rehabilitated	Inspired	Dismissed	Reorganized
Provided	Publicized	Represented	Instilled	Dispatched	Responded
Purchased	Purchased	Resolved	Instructed	Distributed	Restored
Recorded	Raised	Satisfied	Interpreted	Educated	Retained
Registered	Recommended	Served	Investigated	Encouraged	Reviewed
Reorganized	Recruited	Strengthened	Lectured	Enforced	Scheduled
Reproduced	Reinforced	Supplied	Monitored	Enhanced	Secured
Reserved	Sold	Supported	Motivated	Established	Selected
Responded	Solicited	Sustained	Observed	Evaluated	Set
Retrieved		Volunteered	Perceived	Executed	Streamlined
Revamped	Service & Assistance	Teaching & Counseling	Persuaded	Exercised	Strengthened
Reviewed	Advised	Adapted	Presented	Expedited	Supervised
Revised	Advocated	Advised	Referred		Taught
Routed	Aided		Rehabilitated		Trained
Scheduled			Represented		