

Action Verbs

A	B	C	D	E
Administered Analyzed Assigned Attained Addressed Arbitrated Arranged Authored Approved Assembled Adapted Advised Allocated Appraised Audited Acted Assessed Assisted Accelerated Applied Adjusted	Built Balanced	Chaired Contracted Consolidated Coordinated Corresponded Catalogued Collected Compiled Cleaned Clarified Critiqued Calculated Computed Coached Communicated Conceptualized Created Counseled Completed Consulted Compared Conceived Compared Controlled	Delegated Developed Directed Drafted Dealt Dispatched Diagnosed Designed Devised Demonstrated Defined	Evaluated Executed Edited Enlisted Examined Extracted Engineered Engaged Enabled Encouraged Explained Established Educated Expedited Effected Eliminated Expanded Estimated
F	G	H	I	J
Formulated Fabricated Facilitated Forecasted Fashioned Founded Familiarized	Generated Guided Gathered	Helped	Improved Increased Influenced Interpreted Implemented Inspected Identified Interviewed Investigated Informed Initiated Instructed Illustrated Instituted Integrated introduced invented	Justified

K	L	M	N	O
Kept	Lectured	Mediated Moderated Motivated Monitored maintained managed Marketed Molded Mastered	Negotiated Notified	Organized Oversaw Operated Overhauled Originated Ordered Observed
P	Q	R	S	T
Planned Prioritized Produced Persuaded Promoted Publicized Prepared Processed Purchased Programmed Projected Performed Participated Provided Presented Proved Pinpointed Proposed Proficient in		Recommended Reviewed Reconciled Recruited Recorded Retrieved Received Remodeled Repair Researched Revitalized Referred Rehabilitated Represented Responsible Reinforced Revamped Revised Reorganized	Scheduled Strengthened Supervised Spoke Screened Specified Systematized Summarized Surveyed Solved Set goals Stimulated Spearheaded Shaped Selected Set up Showed Structured	Translated Tabulated Trained Taught Tutored
U	V	W	X/Y/Z	
Upgraded	Validated	Wrote		