**Management & Leadership**
achieved
administered
allocated
analyzed
appointed
approved
arranged
assembled
assigned
attained
authorized
awarded
chaired
completed
conceived
conducted
considered
consolidated
contracted
controlled
converted
coordinated
correlated
decided
delegated
designated
determined
developed
directed
disapproved
discharged
eliminated
emphasized
encouraged
enforced
engineered
enhanced
established
evaluated
executed
expanded
generated
governed
handled
headed
hired
hosted
implemented
improved
incorporated
increased
initiated
inspected
inspired
instituted
launched
led
maintained
managed
merged
motivated
navigated
organized
outlined
overhauled
oversaw
planned
prepared
presided
prioritized
procured
produced
provided
recommended
reevaluated
regulated
rejected
reorganized
replaced
reported
required
restored
reviewed
scheduled
secured
selected
settled
signed
solved
specified
sponsored
stipulated
streamlined
strengthened
supervised
terminated

**Communication**
addressed
advertised
arbitrated
arranged
articulated
authored
called
circulated
clarified
coached
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
counseled
Action Verb List

debated
defined
demonstrated

described
developed
directed
discussed
drafted
edited
elicited
emphasized
enlisted
explained
expressed
facilitated
formulated
furnished
incorporated

influenced
informed
interacted
interpreted
interviewed
involved
joined
judged

lectured
listened
marketed
mediated
moderated
motivated
negotiated
notified
observed
oriented
outlined
participated
persuaded
presented
promoted
proofread
proposed

published
purposed
recommended
reconciled
recruited
redirected
referred
reinforced
related
renegotiated
reported
represented
researched
resolved
responded
reunited
showed
solicited
specified
spoke
suggested
summarized
synthesized
translated
transmitted
tutored
wrote
critiqued
detected
determined

diagnosed
disproved

evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inquired
inspected

Research (cont.)
interpreted
interviewed
invented
investigated
located
measured
organized
remodeled

repaired
reported
researched
reviewed
searched
solved
studied

summarized
surveyed
systematized
tested
wrote

Technical
adapted
analyzed

applied
Action Verb List

assembled
budgeted
built
calculated
computed
conserved
constructed
converted
correlated
debugged
designed
determined
developed
devised
designed
engineered
fabricated
financed
fortified
handled
inspected
installed
maintained
manipulated
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
resolved
restored
solved
specialized
standardized
studied
trained
upgraded

utilized

Teaching
adapted
advised
assessed
clarified
coached
communicated
conducted
coordinated
critiqued
defined
demonstrated
developed
delivered
educated
enabled
encouraged
evaluated
explained
facilitated
focused
guided
illustrated
individualized
informed
initiated
instilled
instructed
lectured
mentored
motivated
persuaded
planned
presented
set goals
simulated
stimulated
taught
tested
trade

transmitted
tutored
updated

Financial
adjusted
administered
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
compared
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
netted
planned
prepared
programmed
projected
qualified
reconciled
reduced
reevaluated
researched
retrieved
sold

Creative
acted
adapted
**Action Verb List**

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Action Verb List

compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected
listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published
purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized	
								
tabulated
validated

Organizational
approved
arranged
assembled
catalogued
categorized
charted
classified
coded

collected
compiled
completed
conducted
controlled
corrected
correlated
corresponded
determined
dispatched
distributed
eliminated
engineered
executed
expanded
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
procured
provided
purchased
recorded
registered
reserved
responded
retrieved
reviewed
routed
scheduled

screened
set up
solved
sorted
standardized
submitted
supplied
systematized	
tabulated
updated
validated
verified
accurate (in)
adept (in, at)
advanced (knowledge of)
alert (in)
competent
concise
conversant (in)
detailed (knowledge of)
effective (in)
empathy
exceptional
exemplary
expert (in, at)
extraordinary
fluent (in)
functions (well)
gifted
good (at)
great
high (degree of)
intermediate
(knowledge of)
judicious
keen (sense of,
understanding of)
knowledge (of)
Action Verb List

master (of)
perception (of)
perceptive
practical (experience in)
proficient (in)
relentless (in pursuit of)
rudimentary
sensitive (to)
skilled (at, in)
sophisticated (understanding of)
strong (sense of, background in)
successful (in, at)
uncommon
understanding (of)
unusual