

Action Verbs

Management

Acquired
Administered
Analyzed
Anticipated
Assigned
Attained
Authorized
Blocked
Bolstered
Brought
Chaired
Charged
Chartered
Conducted
Consolidated
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Drove
Enforced
Evaluated
Executed
Gained
Governed
Handled
Headed
Hired
Improved
Inaugurated
Increased
Launched
Led
Operated
Orchestrated
Ordered
Organized
Oversaw
Planned
Prioritized
Produced
Programmed
Proposed
Ran
Recommended
Relied
Reviewed
Scheduled
Scrutinized
Strategized
Strengthened
Supervised
Unified

Communication

Addressed
Advertised

Appealed
Arbitrated
Arranged
Authored
Campaigned
Co-Authored
Collaborated
Composed
Consulted
Conveyed
Convinced
Cooperated
Correlated
Corresponded
Debated
Defined
Developed
Directed
Displayed
Documented
Drafted
Edited
Enlisted
Expressed
Formulated
Influenced
Interpreted
Lectured
Lobbied
Mediated
Moderated
Modified
Narrated
Negotiated
Offered
Persuaded
Presented
Promoted
Publicized
Published
Reached
Read
Reasoned
Reconciled
Recruited
Regulated
Related
Reported
Responded
Showcased
Spoke
Stressed
Talked
Translated
Wrote

Research

Ascertained
Clarified
Collected
Critiqued

Detected
Diagnosed
Discovered
Evaluated
Examined
Experimented
Explored
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Judged
Located
Organized
Perceived
Proved
Queried
Questioned
Reviewed
Studied
Substantiated
Summarized
Surveyed
Synthesized
Systematized
Tested
Tracked
Verified

Technical

Analytical
Applied
Assembled
Built
Calculated
Compared
Computed
Constructed
Designed
Devised
Engineered
Fabricated
Fixed
Forged
Formalized
Formed
Gathered
Incorporated
Installed
Lifted
Made
Maintained
Manipulated
Modeled
Operated
Overhauled
Programmed
Received
Remodeled

Repaired
Solved
Sustained
Targeted
Upgraded
Utilized

Teaching

Adapted
Advised
Bolstered
Briefed
Clarified
Coached
Communicated
Coordinated
Cultivated
Demystified
Developed
Enabled
Encouraged
Enlightened
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Learned
Mentored
Observed
Persuaded
Rationalized
Read
Set goals
Stimulated
Supported
Taught
Trained
Tutored

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Augmented
Balanced
Budgeted
Boosted
Calculated
Capitalized
Computed
Decreased
Deducted
Developed
Estimated
Exceeded
Financed
Forecasted

Funded
Indicated
Managed
Marketed
Met
Merged
Minimized
Planned
Predicted
Projected
Purchased
Raised
Researched
Secured
Yielded

Creative

Abstracted
Acted
Conceived
Conceptualized
Converted
Created
Customized
Designed
Developed
Directed
Drew
Established
Fashioned
Founded
Illustrated
Imagined
Improvised
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Redesigned
Restructured
Revamped
Revitalized
Shaped
Simplified
Standardized
Symbolized
Theorized
Visualized

Helping

Advocated
Aided
Answered
Assessed
Assisted
Attended
Cared

Clarified
Coached
Comforted
Conserved
Contributed
Counseled
Demonstrated
Diagnosed
Educated
Empathized
Ensured
Expedited
Facilitated
Familiarized
Fostered

Detail Oriented

Gave
Guided
Helped
Listened
Motivated
Participated
Protected
Provided
Referred
Rehabilitated
Represented
Supplied
Supported
Approved
Arranged
Catalogued
Centralized
Checked
Classified
Collected
Compiled
Copied
Discriminated
Dispatched
Dissected
Executed
Followed
Generated
Implemented
Indexed
Inspected
Inventoried
Itemized
Logged
Mapped
Measured
Memorized
Monitored
Operated
Organized
Perfect
Prepared
Processed

Purchased
Ranked
Recorded
Reorganized
Retrieved
Scanned
Screened
Specified
Streamlined
Systematized
Tabulated
Updated
Upgraded
Validated

Accomplishments

Accelerated
Achieved
Advanced
Aligned
Amplified
Awarded
Completed
Delivered
Earned
Eliminated
Enhanced
Excelled
Expanded
Improved
Inspired
Mastered
Maximized
Navigated
Obtained
Outpaced
Outperformed
Overcame
Partnered
Pioneered
Practiced
Qualified
Quantified
Reduced
Refined
Refocused
Replaced
Resolved
Restored
Spearheaded
Specialized
Succeeded
Surpassed
Transformed
Won