



# Action Verbs

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## Analytical / Research

- Analyzed
- Assessed
- Clarified
- Collected
- Compared
- Conducted
- Critiques
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Identified
- Inspected
- Interpreted
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Observed
- Organized
- Proved
- Researched
- Reviewed
- Screened
- Searched
- Specified
- Solved
- Summarized
- Surveyed
- Systematized
- Tested
- Validated

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## Creative

- Began
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Drew
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Integrated
- Introduced
- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Revised
- Revitalized
- Shaped

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## Financial

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Controlled
- Corrected
- Cut
- Decreased
- Determined
- Developed
- Estimated
- Forecast
- Managed
- Marketed
- Measured
- Planned
- Prepared
- Programmed
- Projected
- Purchased
- Reconciled
- Reduced
- Researched
- Retrieved
- Tabulated
- Trimmed

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## Interpersonal / Teamwork

- Adapted
- Advised
- Advocated
- Aided
- Answered
- Arranged
- Cared for
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Enabled
- Encouraged
- Ensured
- Expedited
- Facilitated
- Focused
- Furthered
- Guided
- Initiated
- Insured
- Interacted
- Intervened
- Involved
- Listened
- Mediated
- Moderated
- Motivated
- Negotiated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

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## Leadership / Management

- Accomplished
- Acted
- Advanced
- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Completed
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Decreased
- Delegated
- Developed
- Directed
- Dispatched
- Diversified
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Enlisted
- Ensured
- Established
- Executed
- Founded
- Generate
- Handled
- Headed
- Hired
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instigated
- Instituted
- Integrated
- Introduced
- Led
- Lowered
- Managed
- Merged
- Modified
- Motivated
- Organized
- Overhauled
- Oversaw
- Pioneered
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Recruited
- Reorganized
- Replaced
- Represented
- Restored
- Reviewed
- Revitalized
- Saved
- Scheduled
- Secured
- Selected
- Shaped
- Solidified
- Spearheaded
- Stimulated
- Streamlined
- Strengthened
- Supervised
- Terminated
- Trimmed
- Verified

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## Oral / Written Communication

- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Conferred
- Consulted
- Contacted
- Conveyed
- Convinced
- Corresponded
- Debated
- Defined
- Demonstrated
- Described
- Developed
- Directed
- Discussed
- Drafted
- Edited
- Enlisted
- Explained
- Expressed
- Familiarized
- Formulated
- Furnished
- Illustrated
- Incorporated
- Informed
- Influenced
- Interpreted
- Interviewed
- Joined
- Judged
- Lectured
- Listened
- Marketed
- Mediated
- Moderated
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized
- Published
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Wrote

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## Organization

- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected
- Contained
- Compiled
- Coordinated
- Corrected
- Corresponded
- Distributed
- Expedited
- Executed
- Filed
- Generated
- Implemented
- Incorporated
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Planned
- Prepared
- Processed
- Provided
- Recorded
- Registered
- Reserved
- Responded
- Restructured
- Reviewed
- Scheduled
- Screened
- Set up
- Submitted
- Supplied
- Standardized
- Systematized
- Updated
- Validated
- Verified

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## Sales / Marketing

- Achieved
- Attained
- Completed
- Conceived
- Delivered
- Earned
- Exceeded
- Expanded
- Generated
- Increased
- Improved
- Launched
- Led
- Marketed
- Promoted
- Resolved
- Restored
- Saved
- Shaped
- Succeeded
- Surpassed
- Transformed
- Won

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## Teaching / Training

- Adapted
- Advised
- Appraised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Critiqued
- Demonstrated
- Developed
- Educated
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Indoctrinated
- Influenced
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Rehabilitated
- Schooled
- Set goals
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

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## Technical

- Adapted
- Applied
- Assembled
- Automated
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Controlled
- Converted
- Debugged
- Designed
- Determined
- Developed
- Diagnosed
- Drafted
- Engineered
- Fabricated
- Fortified
- Inspected
- Installed
- Maintained
- Monitored
- Operated
- Overhauled
- Prevented
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Retrieved
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized