# Action Verbs

## Leadership/Management
- achieved
- coordinated
- executed
- led
- produced
- spearheaded
- administered
- decided
- founded
- managed
- proposed
- supervised
- assigned
- delegated
- implemented
- motivated
- recommended
- surpassed
- attained
- developed
- improved
- organized
- reevaluated
- rejected
- chaired
- directed
- incorporated
- outlined
- researched
- reviewed
- conducted
- enforced
- increased
- oversaw
- reported
- contracted
- evaluated
- inspired
- planned
- reviewed
- consolidated
- exceeded
- launched
- prioritized
- scheduled

## Communication
- addressed
- defined
- lectured
- promoted
- authored
- arbitrated
- directed
- marketed
- publicized
- arranged
- drafted
- mediated
- published
- authored
- enlisted
- moderated
- reported
- communicated
- edited
- motivated
- summarized
- corresponded
- formulated
- negotiated
- spoke
- counseled
- influenced
- persuaded
- translated
- developed
- interpreted
- presented
- wrote

## Organization/Detailed
- activated
- compiled
- generated
- operated
- reduced
- altered
- completed
- implemented
- organized
- retrieved
- assembled
- described
- inspected
- planned
- screened
- approved
- dispatched
- listed
- prepared
- streamlined
- systematically
- arranged
- catalogued
- classified
- collected
- executed
- monitored
- purchased
- observed

## Teaching
- adapted
- enabled
- initiated
- tutored
- advised
- encouraged
- instructed
- updated
- clarified
- evaluated
- lectured
- coached
- explained
- presented
- coordinated
- facilitated
- set goals
- critiqued
- graded
- stimulated
- defined
- guided
- taugh
- developed
- informed
- tested

## Creative
- acted
- directed
- introduced
- tutored
- applied
- established
- invented
- fashioned
- originated
- composed
- conceptualized
- performed
- conceived
- formed
- perceived
- developed
- integrated
- refined

## People Skills
- advised
- coached
- collaborated
- coordinated
- counseled
- assessed
- coordinated
- educated
- encouraged
- assisted
- counseled
- helped
- inspired
- demonstrated
- diagnosed
- guided
- helped
- rehabilitated
- maintained
- modeled
- referred
- represented
- supported

## Research
- analyzed
- critiqued
- evaluated
- examined
- extracted
- identified
- formulated
- interpreted
- researched
- studied
- reviewed
- systematized
- wrote
- collected
- diagnosed
- identified
- investigated
- reported
- summarized
- reviewed
- surveyed

## Financial
- adjusted
- audited
- compared
- projected
- allocated
- balanced
- computed
- raised
- analyzed
- budgeted
- estimated
- forecasted
- reevaluated
- researched
- appraised
- calculated
- foreclosed
- reconciled
- sold
- assembled
- designed
- inspected
- maintained
- remodeled
- programmed
- trained
- upgraded
- analyzed
- devised
- maintained
- operated
- repaired
- calculated
- engineered
- fabricated
- overhauled
- solved