



ACTION VERBS

Analytical/ Finance	Clerical/ Administrative	Communication	Creative	Leadership/Mgmt.
Allocate	Archive	Address	Act	Administer
Appraise	Arrange	Advertise	Adapt	Analyze
Audit	Catalogue	Arbitrate	Compose	Approve
Balance	Classify	Arrange	Conceive	Assign
Bill	Collate	Author	Conceptualize	Authorize
Budget	Collect	Collaborate	Create	Chair
Calculate	Compile	Communicate	Customize	Consolidate
Check	Document	Contact	Design	Contract
Compare	Generate	Correspond	Develop	Control
Determine	Implement	Detail	Discover	Coordinate
Distinguish	Inspect	Direct	Enhance	Cultivate
Estimate	Inventory	Draft	Establish	Decide
Factor	Log	Edit	Fashion	Delegate
Forecast	Maintain	Enlist	Founded	Designate
Isolate	Maintain records	Formulate	Illustrate	Develop
Observe	Monitor	Influence	Initiate	Direct
Project	Operate	Interpret	Innovate	Disprove
Reason	Order	Invite	Institute	Encourage
Reconcile	Organize	Market	Integrate	Evaluate
Sort	Prepare	Mediate	Introduce	Execute
Tabulate	Process	Meet with	Invent	Handle
	Purchase	Moderate	Make	Head Hire
	Record	Negotiate	Modify	Instigate
	Reorganize	Persuade	Originate	Judge
	Retrieve	Present	Perform	Launch
	Schedule	Promote	Plan	Lead
	Screen	Publicize	Propose	Lobby
	Specify	Publish	Redesign	Manage
		Reconcile	Remodel	Motivate
		Recruit	Restructure	Orchestrate
		Represent	Revitalize	Organize
		Respond	Shape	Oversee
		Sell	Simplify	Plan
		Solicit	Suggest	Prioritize
		Speak	Transform	Provide
		Transcribe		Recommend
		Translate		Recruit
		Write		Regulate
				Review
				Serve as
				Serve on
				Set-up
				Supervise
				Validate

ACTION VERBS

Research	Results/ Accomplishments	Teamwork	Teaching/ Training	Technical Skills
Accumulate	Accomplish	Collaborate with	Advise	Analyze
Acquire	Achieve	Contribute	Assess	Assemble
Clarify	Act	Participate in	Assist	Automate
Collect	Advance	Discuss	Clarify	Build
Compile	Assume responsibility		Coach	Calculate
Critique	Attain		Conduct	Code
Diagnose	Close (a deal)		Coordinate	Compute
Document	Complete		Counsel	Configure
Examine	Decrease		Critique	Construct
Extract	Deliver		Educate	Convert
Extrapolate	Demonstrate		Enable	Create
Find	Earn		Encourage	Debug
Gather	Eliminate		Evaluate	Design
Identify	Enlarge		Explain	Develop
Interview	Expand		Facilitate	Devise
Investigate	Expedite		Teach	Diagnose
Organize	Improve		Train	Draft
Read	Increase			Engineer
Report	Meet deadlines			Evaluate
Research	Obtain			Fabricate
Review	Produce			Inspect
Study	Recognized as			Install
Summarize	Reduce			Maintain
Survey	Resolve			Make
Synthesize	Restore			Manufacture
Systematize	Solidify			Operate
Verify	Streamline			Overhaul
	Strengthen			Process
	Transform			Produce
	Win			Program
				Remodel
				Repair
				Solve
				Survey
				Test
				Upgrade
				Validate
				Verify