### Action Verbs

#### Analytical/Research
- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- 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

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

#### Creative
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Integrated

#### Leadership/Management
- Accomplished
- Acted
- Advanced
- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Authorized
- Chaired
- Completed
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Decreased
- Delegated
- Developed
- Directed
- Dispatched
- Diversified
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Enlisted
- Ensured
- 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

**Oral/Written Communication**
Addressed
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
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

**Organization**
Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Contained
Compiled
Coordinated
Corrected
Corresponded
Drafted
Distributed
Expedited
Executed
Generated
Implemented
Incorporated
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Planned
Prepared
Provided
Recorded
Registered
Reserved
Responded
Restructured
Reviewed

Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

**Sales/Marketing**
Achieved
Attained
Completed
Conceived
Conveyed
Convinced
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

**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
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized