ACTION VERBS

Communication

Addressed
advertised
arbitrated
arranged
articulated
authored
called
circulated
clarified
coached
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
counseled
debated
defined
demonstrated
described
developed
directed
discussed
drafted
edited
elicited
emphasized
enlisted
explained
expressed
facilitated
formulated
furnished
incorporated
influenced
informed
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
motivated
negotiated
notified
observed
oriented
outlined
participated
persuaded
presented
promoted
proofread
proposed
publicized
published
purposed
recommended
reconciled
recruited
redirected
referred
reinforced
related
renegotiated
reported
represented
researched
resolved
responded
reunited
showed
solicited
specified
spoke
suggested
summarize
synthesized
translate
transmitted
tutored
wrote

Clerical or Detail

Activated
altered
assembled
approved
arranged
catalogued
classified
collected
compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published
purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized
tabulated
validated

Clinical Focused

admitted
advanced
advocated
aided
assigned
assessed
cared
charted
charged
consoled
counseled
diagnosed
distributed
documented
educated
evaluated
examined
guided
helped
identified
informed
qualified
listened
monitored
nursed
practiced
prevented
proceeded
provided
referred
regulated
repaired
reset
resourced
restricted
reviewed
secured
supported
sutured
trained
volunteered

Creative

Acted
adapted
applied
authored
began
built
combined
composed
conceived
conceptualized
condensed
constructed
created
customized
designed
developed
directed
displayed
drew
entertained
established
estimated
fashioned
forecasted
formed
formulated
founded
generated
illustrated
initiated
integrated
introduced
invented
investigated
launched
loaded
modeled
modified
molded
originated
perceived
performed
photographed
piloted
planned
presented
produced
proposed
refined
researched
revised
revitalized
rewrote
set up
shaped
solved
studied
updated

Financial

adjusted
administered
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
compared
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
netted
planned
prepared
programmed
projected
qualified
reconciled
reduced
reevaluated
researched
retrieved
sold

Helping

adapted
advised
advocated
aided
answered
arranged
assessed
assisted
brought
cared for
clarified
coached
collaborated
coordinated
contributed
cooperated
counseled
dealt
demonstrated
diagnosed
directed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
influenced
inspired
insured
intervened
led
maintained
mentored
modified
motivated
performed
prevented
provided
referred
rehabilitated
represented
resolved
served
simplified
supplied
supported
upheld
volunteered

Management & Leadership

achieved
administered
allocated
analyzed
appointed
approved
arranged
assembled
assigned
attained
authorized
awarded
chaired
completed
conceived
conducted
considered
consolidated
contracted
controlled
converted
coordinated
correlated
decided
delegated
designated
determined
developed

directed
disapproved
discharged
eliminated
emphasized
encouraged
enforced
engineered
enhanced
established
evaluated
executed
expanded
generated
governed
handled
headed
hired
hosted
implemented
improved
incorporated
increased
initiated
inspected
inspired
instituted
launched
led
maintained
managed
merged
motivated
navigated
organized
outlined
overhauled
oversaw
planned
prepared
presided
prioritized
procured
produced
provided
recommended
reevaluated
regulated
rejected
reorganized
replaced
reported
required
restored
reviewed
scheduled
secured
selected
settled
signed
solved
specified
sponsored
stipulated
streamlined
strengthened
supervised
terminated

Organizational
approved
arranged
assembled
catalogued
categorized
charted
classified
coded
collected
compiled
completed
conducted
controlled
corrected
correlated
corresponded
determined
dispatched
distributed
eliminated
engineered
executed
expanded
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
procured
provided
purchased
recorded
registered
reserved
responded
retrieved
reviewed
routed
scheduled
screened
set up
solved
sored
standardized
submitted
supplied
systematized
tabulated
updated
validated
verified

Research
analyzed
clarified
coded
collected
compared
conceived
conducted
contrasted
critiqued
detected
determined
diagnosed
disproved
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inquired
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
remodeled
repaired
reported
researched
reviewed
searched
solved
studied
summarized
surveyed
systematized
tested
wrote

Teaching
Adapted
advised
assessed
clarified
coached
communicated
conducted
coordinated
critiqued
defined
demonstrated
developed
educated
enabled
encouraged

evaluated
explained
facilitated
focused
guided
illustrated
individualized
informed
initiated
instilled
instructed
lectured
mentored
motivated
persuaded
planned
presented
set goals
simulated
stimulated
taught
tested
trade
transmitted
tutored
updated

Technical

Adapted
analyzed
applied
assembled
budgeted
built
calculated
computed
conserved
constructed
converted
correlated
debugged
designed
determined
developed
devised
engineered
fabricated
financed
fortified
handled
inspected
installed
maintained
manipulated
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
resolved
restored
solved
specialized
standardized
studied
trained
upgrade
utilize

Levels of Proficiency (adjectives)

accurate (in)
adept (in, at)
advanced (knowledge of)
alert (in)
competent
concise
conversant (in)
detailed (knowledge of)
effective (in)
empathy
exceptional
exemplary
expert (in, at)
extraordinary
fluent (in)
functions (well)
gifted good (at)
great high (degree of)
intermediate (knowledge of)
judicious
keen (sense of, understanding of)
knowledge (of)
master (of)
perception (of)
perceptive
practical (experience in)
proficient (in)
relentless (in pursuit of)
rudimentary
sensitive (to)
skilled (at, in)
sophisticated (understanding of)
strong (sense of, background in)
successful (in, at)
uncommon understanding (of)
unusual