

# ACTION VERBS

2400 WSC • 801.422.6535

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CAREER SERVICES

## Communication/Interpersonal

Addressed	Articulated	Composted	Convinced	Drafted	Facilitated	Informed	Joined	Motivated	Presented	Reconciled	Scheduled	Taught
Advertised	Assessed	Condensed	Corresponded	Edited	Familiarized	Instructed	Judged	Negotiated	Projected	Recruited	Screened	Trained
Advised	Authored	Conducted	Debated	Educated	Formulated	Interacted	Lectured	Observed	Promoted	Referred	Solicited	Translated
Answered	Briefed	Conferred	Defined	Elicited	Furnished	Interpreted	Listened	Outlined	Proofread	Reinforced	Specified	Wrote
Apprised	Clarified	Consulted	Developed	Enlisted	Handled	Interviewed	Marketed	Participated	Proposed	Reported	Suggested	
Arbitrated	Collaborated	Contacted	Directed	Explained	Incorporated	Introduced	Mediated	Persuaded	Publicized	Resolved	Summarized	
Arranged	Communicated	Conveyed	Discussed	Expressed	Influenced	Involved	Moderated	Planned	Published	Responded	Synthesized	

## Creative/Innovative

Acted	Authored	Composed	Condensed	Designed	Directed	Entertained	Formulated	Initiated	Introduced	Modeled	Planned	Revolutionized
Adapted	Began	Conceived	Created	Developed	Displayed	Established	Founded	Instituted	Invented	Modified	Presented	Shaped
Arranged	Combined	Conceptualized	Customized	Devised	Edited	Fashioned	Illustrated	Integrated	Launched	Originated	Produced	Solved
										Performed	Revitalized	Stimulated

## Financial/Data/Detailed

Adjusted	Appraised	Audited	Catalogued	Computed	Developed	Forecasted	Managed	Netted	Prepared	Purchased	Reduced	Specified
Administered	Approved	Balanced	Classified	Conserved	Dispatched	Generated	Marketed	Organized	Processed	Qualified	Researched	Systematized
Allocated	Arranged	Budgeted	Collected	Corrected	Estimated	Implemented	Measured	Planned	Programmed	Reconciled	Retrieved	Tabulated
Analyzed	Assessed	Calculated	Compiled	Determined	Executed	Inspected	Monitored	Prepared	Projected	Recorded	Screened	

## Helping/Counseling

Adapted	Answered	Assisted	Collaborated	Counseled	Educated	Expedited	Furthered	Intervened	Provided	Represented	Supplied	
Advocated	Arranged	Clarified	Contributed	Demonstrated	Encouraged	Facilitated	Guided	Motivated	Referred	Resolved	Supported	
Aided	Assessed	Coached	Cooperated	Diagnosed	Ensured	Familiarized	Insured	Prevented	Rehabilitated	Simplified	Volunteered	

## Management/Leadership

Administered	Chaired	Decided	Elected	Established	Generated	Improved	Installed	Moderated	Oversaw	Recommended	Scheduled	Strengthened
Analyzed	Contracted	Delegated	Eliminated	Evaluated	Governed	Incorporated	Integrated	Motivated	Pioneered	Recruited	Secured	Supervised
Appointed	Consolidated	Determined	Emphasized	Executed	Guided	Increased	Instituted	Navigated	Planned	Reorganized	Selected	Taught
Approved	Controlled	Developed	Enforced	Examined	Handled	Influenced	Led	Negotiated	Presided	Replaced	Spearheaded	Terminated
Assigned	Converted	Diagnosed	Enhanced	Explained	Headed	Initiated	Managed	Organized	Prioritized	Responded	Staged	Trained
Attained	Coordinated	Directed	Enlisted	Formed	Hired	Inspected	Mentored	Originated	Produced	Restored	Started	
Authorized	Counseled	Disseminated	Ensured	Founded	Hosted	Inspired	Merged	Overhauled	Promoted	Reviewed	Streamlined	

## Marketing/Selling

Arbitrated	Broadened	Convinced	Documented	Exceeded	Familiarized	Implemented	Integrated	Marketed	Persuaded	Publicized	Resolved	Sold
Attained	Calculated	Decreased	Educated	Excelled	Gained	Improved	Launched	Mediated	Produced	Published	Revamped	Solicited
Augmented	Centralized	Developed	Ensured	Expanded	Generated	Increased	Led	Negotiated	Promoted	Purchased	Revitalized	Strengthened
Boosted	Consulted	Dissuaded	Established	Expedited	Identified	Influenced	Maintained	Performed	Proposed	Researched	Secured	Supplemented

## Organizational/Administrative

Approved	Categorized	Collected	Corresponded	Ensured	Filed	Incorporated	Logged	Ordered	Provided	Reserved	Screened	Strengthened
Arranged	Charted	Compiled	Developed	Examined	Formalized	Initiated	Maintained	Organized	Purchased	Responded	Submitted	Systematized
Assembled	Classified	Coordinated	Disseminated	Executed	Generated	Inspected	Monitored	Planned	Recorded	Reviewed	Supplied	Updated
Catalogued	Coded	Corrected	Distributed	Explained	Implemented	Installed	Obtained	Prepared	Registered	Routed	Standardized	Validated
							Operated	Processed	Reorganized	Scheduled	Streamlined	Verified

## Research/Technical/Analytical

Adapted	Calculated	Conducted	Debugged	Diagnosed	Explored	Gathered	Interviewed	Measured	Programmed	Replaced	Solved	Surveyed
Analyzed	Clarified	Conserved	Designed	Engineered	Extracted	Identified	Invented	Operated	Rectified	Researched	Specialized	Systematized
Applied	Collected	Constructed	Determined	Evaluated	Fabricated	Inspected	Investigated	Organized	Regulated	Restored	Standardized	Tested
Assembled	Compared	Converted	Developed	Examined	Formulated	Installed	Located	Overhauled	Remodeled	Reviewed	Studied	Upgraded
Built	Computed	Critiqued	Devised	Experimented	Fortified	Interpreted	Maintained	Printed	Repaired	Searched	Summarized	Utilized

## Teaching

Adapted	Coached	Constructed	Determined	Evaluated	Fortified	Initiated	Managed	Persuaded	Regulated	Set goals	Studied	Transmitted
Advised	Communicated	Converted	Developed	Explained	Guided	Installed	Marketed	Printed	Replaced	Specialized	Taught	Tutored
Applied	Conducted	Coordinated	Enabled	Facilitated	Individualized	Instructed	Motivated	Projected	Researched	Standardized	Tested	
Clarified	Conserved	Critiqued	Encouraged	Focused	Informed	Forecasted	Planned	Rectified	Restored	Stimulated	Trained	

## A – B

Accelerated	Achieved	Addressed	Advanced	Allocated	Answered	Apprised	Articulated	Assisted	Audited	Awarded	Blended	Bridged
Accepted	Acquired	Adhered	Advertised	Altered	Anticipated	Approached	Ascertained	Assume	Augmented	Balanced	Blocked	Briefed
Acclimated	Acted	Adjusted	Advised	Amended	Applied	Approved	Assembled	Attained	Authorized	Bargained	Bolstered	Broadened
Accompanied	Actuated	Administered	Advocated	Amplified	Appointed	Arbitrated	Assessed	Attended	Automated	Began	Boosted	Brought
Accomplished	Adapted	Admitted	Aided	Analyzed	Appraised	Arranged	Assigned	Attracted		Benchmarked	Bought	Budgeted
										Benefitted	Branded	Built

## C – D

Calculated	Challenged	Cleared	Commissioned	Computed	Confronted	Contrasted	Copied	Customized	Deferred	Detailed	Dispatched	Documented
Canvassed	Changed	Coached	Committed	Conceived	Conserved	Contributed	Corrected	Dealt	Defined	Detected	Displayed	Doubled
Capitalized	Channeled	Co-authored	Communicated	Conceptualized	Considered	Controlled	Correlated	Debated	Delegated	Determined	Dissected	Drafted
Cared for	Charted	Coded	Compared	Conciliated	Consolidated	Converted	Corresponded	Debugged	Demonstrated	Developed	Dissembled	Dramatized
Cataloged	Checked	Collaborated	Compiled	Concluded	Constructed	Conveyed	Counseled	Decentralized	Depreciated	Diagrammed	Disseminated	Drew
Categorized	Circulated	Collected	Completed	Condensed	Consulted	Convinced	Created	Decided	Described	Directed	Distributed	
Centralized	Clarified	Combined	Complied	Conducted	Contacted	Cooperated	Critiqued	Decorated	Designated	Discovered	Diversified	
Chaired	Classified	Comforted	Composed	Conferred	Contracted	Coordinated	Cultivated	Decreased	Designed	Discussed	Divested	

## E – H

Earned	Emphasized	Enforced	Enriched	Examined	Exhibited	Explored	Fabricated	Financed	Fostered	Gathered	Grasped	Handled
Edited	Employed	Engineered	Ensured	Exceeded	Expanded	Exposed	Facilitated	Focused	Founded	Gauged	Greeted	Headed
Educated	Empowered	Enhanced	Entertained	Excelled	Expedited	Expressed	Familiarized	Forecasted	Functioned	Gave	Grew	Heightened
Elected	Enabled	Enlarged	Established	Exchanged	Experienced	Extended	Fashioned	Formalized	Furnished	Generated	Grouped	Helped
Elicited	Encouraged	Enlightened	Estimated	Executed	Experimented	Extracted	Figured	Formed	Furthered	Governed	Guided	Hired
Eliminated	Endorsed	Enlisted	Evaluated	Exercised	Explained	Extrapolated	Filed	Formulated	Gained	Graduated	Halted	Honed
								Fortified	Garnered	Granted	Halved	Hosted

## I – M

Identified	Inaugurated	Induced	Inspired	Integrated	Invented	Justified	Lessened	Listened	Managed	Marketed	Merchandised	Modernized
Illuminated	Incorporated	Influenced	Installed	Interacted	Invested	Kept	Leveraged	Loaded	Mandated	Mastered	Merged	Modified
Illustrated	Increased	Informed	Instigated	Interfaced	Investigated	Keenoted	Licensed	Loaned	Maneuvered	Maximized	Merited	Monitored
Imagined	Incurred	Initiated	Instilled	Interpreted	Involved	Launched	Lifted	Located	Manipulated	Measured	Minimized	Monopolized
Implemented	Indexed	Innovated	Instituted	Intervened	Issued	Learned	Limited	Logged	Manufactured	Mediated	Mobilized	Motivated
Improved	Individualized	Inquired	Instructed	Interviewed	Joined	Lectured	Linked	Made	Mapped	Memorized	Modeled	Mounted
Improvised	Indoctrinated	Inspected	Insured	Introduced	Judged	Led	Liquidated	Maintained	Marked	Mentored	Moderated	Multiplied

## N – Q

Named	Nominated	Offered	Orchestrated	Overcame	Paid	Perfected	Pioneered	Presided	Processed	Prompted	Publicized	Quantified
Narrated	Normalized	Officiated	Ordered	Overhauled	Participated	Performed	Planned	Prevented	Produced	Proofread	Published	Queried
Navigated	Notified	Offset	Organized	Oversaw	Partnered	Permitted	Predicted	Printed	Profiled	Proposed	Purchased	Questioned
Negotiated	Nurtured	Opened	Oriented	Owened	Patterned	Persuaded	Prepared	Prioritized	Programmed	Protected	Pursued	
Netted	Observed	Operated	Originated	Paced	Penetrated	Photographed	Presented	Probed	Projected	Proved	Quadrupled	
Neutralized	Obtained	Optimized	Outlined	Packaged	Perceived	Piloted	Preserved	Problem-solved	Promoted	Provided	Qualified	

## R – S

Raised	Recruited	Rehabilitated	Repaired	Restored	Revitalized	Searched	Settled	Solved	Spread	Streamlined	Suggested	Synchronized
Ranked	Rectified	Reinforced	Replaced	Restructured	Revolutionized	Secured	Shaped	Sorted	Stabilized	Strengthened	Summarized	Synthesized
Rated	Redesigned	Reinstated	Reported	Retained	Rewarded	Segmented	Shortened	Sparked	Staffed	Stressed	Superseded	Systematized
Received	Reduced	Related	Represented	Retrieved	Routed	Selected	Showed	Spearheaded	Staged	Structured	Supervised	Systemized
Recognized	Referred	Remedied	Requested	Revamped	Safeguarded	Separated	Signed	Specialized	Standardized	Studied	Supplemented	
Recommended	Refined	Remodeled	Researched	Revealed	Salvaged	Served	Simplified	Specified	Started	Submitted	Supplied	
Reconciled	Regained	Renegotiated	Reversed	Reviewed	Scanned	Serviced	Simulated	Speculated	Steered	Substantiated	Supported	
Recorded	Registered	Renewed	Resolved	Reviewed	Scheduled	Set goals	Sold	Spoke	Stimulated	Substituted	Surpassed	
Recovered	Regulated	Reorganized	Responded	Revised	Screened	Set up	Solicited	Sponsored	Strategized	Succeeded	Surveyed	

## T – Z

Tabulated	Targeted	Testified	Totaled	Transacted	Translated	Tripled	Underlined	Updated	Validated	Visualized	Widened	Wrote
Tackled	Taught	Tied	Traced	Transcribed	Transmitted	Troubleshot	Underscored	Upgraded	Valued	Voiced	Withstood	Yielded
Tailored	Teamed	Tightened	Tracked	Transferred	Transported	Turned	Undertook	Upheld	Vaulted	Volunteered	Won	
Talked	Terminated	Took	Traded	Transformed	Traveled	Tutored	Underwrote	Urged	Verified	Weathered	Worked	
Tallied	Tested	Topped	Trained	Transitioned	Treated	Uncovered	Unified	Utilized	Viewed	Weighed	Wove	

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