

## ACTION VERBS

accelerated  
accepted  
accommodated  
accomplished  
accounted for

briefed  
brought  
budgeted  
built  
calculated

contributed  
controlled  
convened  
conveyed  
cooperated

empathized  
employed  
empowered  
enabled  
encouraged

achieved  
acquired  
acted  
adapted  
added

cared for  
carried out  
catalogued  
categorized  
chaired

coordinated  
corrected  
corresponded  
counseled  
created

endured  
enforced  
enlightened  
enlisted  
ensured

addressed  
adjusted  
administered  
adopted  
advertised

challenged  
changed  
channeled  
checked  
clarified

criticized  
cut  
dealt with  
debated  
decided

entertained  
established  
estimated  
evaluated  
examined

advised  
affirmed  
aided  
alerted  
allocated

classified  
cleared  
closed  
coached  
coded

decorated  
defined  
delegated  
delivered  
demonstrated

exchanged  
executed  
exercised  
exhibited  
expanded

amended  
analyzed  
answered  
anticipated  
applied

collaborated  
collated  
collected  
comforted  
committed

derived  
designed  
described  
detected  
determined

expected  
expedited  
experienced  
experimented  
explained

appraised  
arbitrated  
approved  
arranged  
articulated

communicated  
compared  
competed  
compiled  
completed

developed  
devised  
diagnosed  
directed  
discovered

expressed  
facilitated  
financed  
focused  
followed through

ascertained  
assembled  
assessed  
assigned  
assisted

complied  
composed  
computed  
conceived  
conceptualized

discussed  
dispatched  
dispensed  
displayed  
distributed

forecasted  
formed  
formulated  
found  
founded

assumed  
assured  
attained  
attended  
audited

concluded  
conducted  
confronted  
conserved  
consolidated

diverted  
doubled  
drafted  
drew  
earned

functioned  
gathered  
generated  
graded  
grouped

authorized  
balanced  
bargained  
began  
bought

constructed  
consulted  
contacted  
continued  
contracted

edited  
educated  
effected  
elicited  
eliminated

guided  
handled  
helped  
hired  
identified

illustrated implemented imposed impressed improved	met memorized mentored mobilized modeled	raised rated recognized recommended reconciled	streamlined strengthened stressed stretched structured
improvised increased influenced informed initiated	modified molded monitored motivated negotiated	recorded recruited reduced referred regulated	studied succeeded suggested summarized supervised
inquired inspected inspired installed instilled	nominated for observed obtained operated ordered	related remembered rendered recognized repaired	supplied supported surveyed synthesized tabulated
instituted instructed insured integrated interacted	organized originated outlined oversaw participated	reported represented reproduced researched resolved	tackled talked targeted taught tested
interpreted intervened interviewed introduced invented	perceived performed persevered persisted persuaded	responded restored retrieved reviewed revised	traced trained transferred translated treated
inventoried investigated involved joined judged	placed planned played practiced predicted	saved scheduled screened searched secured	trimmed tripled turned tutored understood
justified kept launched learned lectured	prepared presented preserved prioritized processed	selected sensitized separated served serviced	uncovered updated unified united unraveled
led listened located made maintained	produced programmed prohibited projected promoted	shaped shared showed simplified sold	used utilized validated verified visualized
managed manipulated mapped mastered matched	proposed protected provided published purchased	solicited solved sorted specified spoke	volunteered waged widened won worked
measured mediated merged	qualified for quantified questioned	staged started stimulated	