

# Action Verbs



## QUICK TIP GUIDE

### Management/Leadership Skills

administrator  
analyze  
apply  
approve  
assign  
attain  
chair  
conduct  
consolidate  
contract  
coordinate  
delegate  
determine  
develop  
direct  
enlist  
evaluate  
execute  
formalize  
form  
found  
hire  
implement  
improve  
increase  
initiate  
inspire  
led  
manage  
operate  
organize  
oversee  
pioneer  
plan  
prioritize  
produce  
promote  
recommend  
recruit  
represent  
review  
schedule  
select  
solve  
spearhead  
sponsor  
start  
strengthen  
supervise  
train  
utilize

### Communication Skills

address  
arbitrate  
arrange  
author  
brief  
collaborate  
consult  
contact  
convince  
correspond  
demonstrate  
develop  
direct  
dissuade  
draft  
edit  
enlist  
explain  
familiarize  
formulate  
influence  
inform  
interpret  
listen  
market  
mediate  
moderate  
motivate  
negotiate  
persuade  
present  
promote  
publish  
publicize  
reconcile  
recruit  
report  
respond  
secure  
sell  
solicit  
speak  
summarize  
translate  
write

### Research/Technical Skills

analyze  
assemble  
assess  
build  
calculate  
clarify  
collect  
compile  
compute  
construct  
critique  
design  
devise  
diagnose  
disassemble  
discover  
document  
engineer  
evaluate  
examine  
extract  
fabricate  
gather  
identify  
inspect  
install  
interpret  
interview  
investigate  
maintain  
model  
operate  
organize  
overhaul  
program  
remodel  
repair  
research  
review  
salvage  
search  
solve  
summarize  
survey  
systematize  
test  
troubleshoot  
uncover  
upgrade

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## QUICK TIP GUIDE

### Teaching Skills

adapt  
advise  
clarify  
coach  
communicate  
coordinate  
deliver  
demystify  
develop  
educate  
enable  
encourage  
evaluate  
explain  
facilitate  
guide  
inform  
instruct  
introduce  
lecture  
persuade  
set goals  
stimulate  
teach  
train  
tutor

### Financial Skills

administer  
allocate  
analyze  
appraise  
audit  
balance  
budget  
calculate  
compute  
decrease  
develop  
finance  
forecast  
manage  
market  
plan  
project  
reconcile  
reduce  
research

### Creative Skills

act  
author  
compose  
conceptualize  
concern  
create  
customize  
design  
develop  
devise  
direct  
establish  
fashion  
find  
illustrate  
initiate  
institute  
integrate  
introduce  
invent  
originate  
perform  
plan  
revamp  
revitalize  
revolutionize  
shape

### Customer Service/ Teamwork Skills

aid  
asses  
s  
assist  
attend  
clarify  
coach  
collaborate  
compromise  
confront  
contribute  
cooperate  
counsel  
demonstrate  
diagnose  
elaborate  
empathize  
encourage  
expedite  
facilitate  
familiarize  
guide  
help  
instill  
mentor  
motivate  
provide  
reflect  
refer  
represent  
resolve  
serve  
settle  
support  
treat

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## QUICK TIP GUIDE



### Administrative/ Organizational/Clerical Skills

approve  
arrange  
assemble  
catalogue  
centralize  
classify  
collect  
compile  
coordinate  
dispatch  
distribute  
enforce  
execute  
handle  
implement  
inspect  
maintain  
monitor  
operate  
organize  
plan  
prepare  
process  
purchase  
record  
reorganize  
retrieve  
schedule  
screen  
specify  
systematize  
tabulate  
update  
validate

### More Verbs For Accomplishments

achieved  
boosted  
broadened  
completed  
eliminated  
ensured  
exceeded  
excelled  
expanded  
expedited  
gained  
generated  
improved  
launched  
mastered  
modernized  
pioneered  
reduced (losses)  
resolved (problems)  
restored  
saved  
supplemented  
transformed