

# Action Verb List

## Communication/People Skills

Addressed	Conveyed	Formulated	Moderated	Reported
Advertised	Convinced	Furnished	Negotiated	Resolved
Arbitrated	Corresponded	Incorporated	Observed	Responded
Arranged	Debated	Influenced	Outlined	Solicited
Articulated	Defined	Interacted	Participated	Specified
Authored	Developed	Interpreted	Persuaded	Spoke
Clarified	Directed	Interviewed	Presented	Suggested
Collaborated	Discussed	Involved	Promoted	Summarized
Communicated	Drafted	Joined	Proposed	Synthesized
Composed	Edited	Judged	Publicized	Translated
Condensed	Elicited	Lectured	Reconciled	Wrote
Conferred	Enlisted	Listened	Recruited	
Consulted	Explained	Marketed	Referred	
Contacted	Expressed	Mediated	Reinforced	

## Creative Skills

Acted	Customized	Fashioned	Invented	Revised
Adapted	Designed	Formulated	Kickstarted	Revitalized
Began	Developed	Founded	Modeled	Shaped
Combined	Directed	Illustrated	Modified	Solve
Composed	Displayed	Initiated	Originated	
Conceptualized	Drew	Instituted	Performed	
Condensed	Entertained	Integrated	Photographed	
Created	Established	Introduced	Planned	

## Data/Financial Skills

Administered	Audited	Corrected	Marketed	Projected
Adjusted	Balanced	Determined	Measured	Qualified
Allocated	Budgeted	Developed	Netted	Reconciled
Analyzed	Calculated	Estimated	Planned	Reduced
Appraised	Computed	Forecasted	Prepared	Researched
Assessed	Conserved	Managed	Programmed	Retrieved

## Helping Skills

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

## Management/Leadership Skills

Administered	Approved	Authorized	Consolidated	Converted
Analyzed	Assigned	Chaired	Contracted	Coordinated
Appointed	Attained	Considered	Controlled	Decided