

ACTION VERBS

A	Checked	Directed	Formulated	Inventoried	Obtained
	Clarified	Discovered	Fostered	Investigated	Opened
Accelerated	Classified	Dispensed	Found	Involved	Operated
Accomplished	Coached	Displayed	Fulfilled	Issued	Ordered
Achieved	Collaborated	Dissected	Furnished		Orchestrated
Acted	Collected	Distributed		J	Organized
Activated	Combined	Diverted	G	Joined	Originated
Adapted	Communicated	Documented	Gained	Judged	Outlined
Addressed	Compared	Drafted	Gathered		Overcame
Adjusted	Compiled		Generated	K	Overhauled
Administered	Completed	E	Governed	Kept	P
Advanced	Composed	Earned	Grossed		Participated
Advertised	Computed	Edited	Guided	L	Performed
Advised	Conceived	Educated		Launched	Persuaded
Advocated	Conceptualized	Effected	H	Learned	Photographed
Aided	Condensed	Eliminated	Handled	Lectured	Pinpointed
Allocated	Conducted	Emphasized	Headed	Led	Piloted
Analyzed	Conferred	Employed	Heightened	Lifted	Pioneered
Answered	Conserved	Encouraged	Helped	Listened	Placed
Applied	Consolidated	Enforced	Hired	Located	Planned
Appraised	Constructed	Engineered	Honed	Logged	Played
Approved	Consulted	Enhanced	Hosted		Predicted
Arbitrated	Contacted	Enlarged	Hypothesized	M	Prepared
Arranged	Continued	Enlisted		Maintained	Prescribed
Ascertained	Contributed	Ensured	I	Managed	Presented
Assembled	Controlled	Entertained	Identified	Manipulated	Prevented
Assessed	Converted	Established	Illustrated	Marketed	Printed
Assigned	Conveyed	Estimated	Imagined	Maximized	Prioritized
Assisted	Convinced	Evaluated	Implemented	Measured	Processed
Attained	Coordinated	Examined	Improved	Mediated	Produced
Augmented	Corresponded	Executed	Improvised	Merged	Programmed
Authorized	Counseled	Expanded	Incorporated	Mobilized	Projected
Awarded	Created	Expedited	Increased	Modified	Promoted
	Critiqued	Experimented	Indexed	Monitored	Proofread
B	Customized	Explained	Influenced	Motivated	Proposed
Balanced		Explored	Informed		Protected
Began	D	Expressed	Initiated	N	Provided
Boosted	Debugged	Extended	Innovated	Navigated	Publicized
Briefed	Decided	Extracted	Inspected	Negotiated	Purchased
Budgeted	Defined		Inspired	Netted	
Built	Delegated	F	Installed		Q
	Delivered	Fabricated	Instituted	O	Qualified
C	Demonstrated	Facilitated	Integrated	Observed	Questioned
Calculated	Designated	Fashioned	Interacted		
Captured	Designed	Finalized	Interpreted		
Cataloged	Detected	Fixed	Interviewed		
Centralized	Determined	Focused	Introduced		
Chaired	Developed	Forecasted	Invented		
Charted	Devised	Formed			
	Diagnosed				

R

Raised
 Ran
 Rated
 Reached
 Realized
 Reasoned
 Received
 Recommended
 Reconciled
 Recorded
 Recruited
 Reduced
 Referred
 Regulated
 Rehabilitated
 Related
 Remodeled
 Rendered
 Reorganized
 Repaired
 Replaced
 Reported
 Represented
 Researched
 Reshaped
 Resolved
 Responded
 Restored
 Retrieved
 Reviewed
 Revised
 Revitalized
 Routed

S

Saved
 Scheduled
 Screened
 Searched
 Secured
 Selected
 Separated
 Served
 Shaped
 Shared
 Simplified
 Simulated
 Sketched
 Sold
 Solved

Sorted
 Spearheaded
 Specialized
 Specified
 Spoke
 Sponsored
 Staffed
 Standardized
 Started
 Streamlined
 Strengthened
 Structured
 Studied
 Suggested
 Summarized
 Supervised
 Supplied
 Supported
 Surpassed
 Surveyed
 Sustained
 Synthesized
 Systematized

T

Targeted
 Taught
 Terminated
 Tested
 Tightened
 Totaled
 Tracked
 Traded
 Trained
 Transcribed
 Transformed
 Transmitted
 Translated
 Traveled
 Tutored

U

Uncovered
 Undertook
 Unified
 United
 Updated
 Upgraded
 Used
 Utilized

V

Validated
 Verbalized
 Verified
 Vitalized
 Volunteered

W

Weighed
 Widened
 Won
 Worked
 Wrote