

Step 3: Verb Lists



VERB LISTS

(UNDERLINED WORDS ESPECIALLY GOOD FOR SHOWCASING ACCOMPLISHMENTS)

MANAGEMENT/ LEADERSHIP SKILLS

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated

MANAGEMENT (CONTINUED)

overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
secured
selected
streamlined
strengthened
supervised
terminated

COMMUNICATION/ PEOPLE SKILLS

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described

COMMUNICATION (CONTINUED)

developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified

RESEARCH SKILLS

suggested
summarized
synthesized
translated
wrote

RESEARCH SKILLS

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

VERB LISTS

(UNDERLINED WORDS ESPECIALLY GOOD FOR SHOWCASING ACCOMPLISHMENTS)

TECHNICAL SKILLS

adapted
applied
assembled
built
calculated
computed
conserved constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

TEACHING SKILLS

adapted
advised
clarified
coached
communicated

TEACHING SKILLS

(continued)

conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

FINANCIAL/ DATA SKILLS

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved

FINANCIAL SKILLS

(continued)

determined
developed
estimated
forecasted
managed
marketed
measured
planned
prepared
programmed
projected
reconciled
reduced
researched
retrieved

CREATIVE SKILLS

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated

CREATIVE

(continued)

invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

HELPING SKILLS

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
insured
intervened

VERB LISTS

(UNDERLINED WORDS ESPECIALLY GOOD FOR SHOWCASING ACCOMPLISHMENTS)

HELPING SKILLS

(continued)

motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

ORGANIZATIONAL/

DETAIL SKILLS

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared

ORGANIZATIONAL SKILLS

(continued)

processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

MORE VERBS FOR ACCOMPLISHMENTS

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

MORE ACTION VERBS

accelerated	distributed	orchestrated	simplified
accomplished	doubled	organized	sold
achieved	eliminated	performed	solved
administered	enlarged	planned	sorted
analyzed	established	prepared	stabilized
approved	examined	presented	started
arranged	expanded	processed	streamlined
built	governed	programmed	strengthened
catalogued	grouped	promoted	structured
classified	guided	proposed	succeeded
completed	hired	purchased	summarized
conceived	implemented	recommended	supervised
conducted	improved	recruited	systematized
consolidated	increased	rectified	trained
contacted	indexed	redesigned	transacted
controlled	interviewed	reduced costs	translated
coordinated	introduced	regulated	trimmed
created	invented	reorganized	tripled
decreased	investigated	represented	turned around
delivered	launched	researched	uncovered
demonstrated	maintained	reshaped	unified
designed	managed	revised	unraveled
developed	moderated	saved	widened
devised	monitored	scheduled	won
directed	negotiated	serviced	wrote

AND MORE VERBS

created	wrote	referred
instructed	analyzed	served
reduced (losses)	produced	compounded
negotiated	conducted	networked
planned	delivered	observed
sold	founded	studied
completed	assisted	improved
designed	leveraged	consolidated
consulted	increased	ordered
evaluated	trained	invented
calculated	supplied	diagnosed
identified	maintained	examined
performed	administered	lectured
constructed	advised	processed
controlled	restored	reviewed
dispensed	criticized	translated
formulated	realized	prescribed
improved	rewarded	charted
tested	purchased	represented
protected	oversaw	promoted
obtained	installed	recorded
programmed	routed	operated
rendered	corresponded	supervised
instructed	audited	drew up
counseled	coordinated	organized
received	researched	strategized
built	implemented	expanded
detected	presented	revised
selected	instituted	prepared
logged	directed	interpreted
recommended	managed	interviewed
distributed	eliminated	discovered
arranged	provided	conserved
disproved	solved	arbitrated
developed	determined	assembled
edited	collected	navigated
acquired		