

Sample Action Verbs:

achieved	established	proof-read
acted	estimated	publicized
adjusted	evaluated	published
administered	executed	purchased
advertised	expedited	rated
advised	experimented	recommended
analyzed	facilitated	recorded
arranged	filed	recruited
assembled	formed	referred
assessed	generated	regulated
began	guided	reorganized
budgeted	handled	repaired
built	identified	reported
calculated	illustrated	represented
chaired	implemented	reproduced
changed	increased	researched
clarified	initiated	retrieved
classified	inspected	reviewed
coached	installed	revised
collaborated (with)	instructed	scheduled
collected	interacted (with)	selected
communicated	interviewed	served
compiled	inventoried	simplified
composed	investigated	sold
computed	led	solicited
conducted	made	studied
constructed	maintained	supervised
controlled	managed	synthesized
coordinated	marketed	targeted
corresponded (with)	measured	taught
counseled	monitored	tested
created	negotiated	trained
defined	observed	tutored
delegated	obtained	updated
delivered	operated	utilized
demonstrated	ordered	verified
designed	organized	wrote
described	oversaw	
developed	participated (in)	
directed	persuaded	
dispensed	planned	
distributed	prepared	
drafted	presented	
edited	processed	
enabled	produced	
encouraged	programmed	

*Adapted from:
Howard, Scott A.
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