Sample Action Verbs:

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

Adapted from:
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