



Useful Action Verbs

Technical

- › Adapted
- › Applied
- › Assembled
- › Built
- › Calculated
- › Computed
- › Constructed
- › Designed
- › Engineered
- › Maintained
- › Operated
- › Printed

Communication

- › Addressed
- › Advertised
- › Arranged
- › Collaborated
- › Composed
- › Described
- › Edited
- › Incorporated
- › Interpreted
- › Interviewed
- › Marketed
- › Negotiated

Research

- › Collected
- › Compared
- › Conducted
- › Determined
- › Diagnosed
- › Evaluated
- › Examined
- › Explored
- › Gathered
- › Identified
- › Inspected
- › Interpreted

Teaching

- › Advised
- › Coached
- › Consulted
- › Critiqued
- › Encouraged
- › Explained
- › Facilitated
- › Focused
- › Guided
- › Informed
- › Instructed
- › Motivated

Creative

- › Acted
- › Composed
- › Condensed
- › Created
- › Customized
- › Displayed
- › Entertained
- › Fashioned
- › Illustrated
- › Initiated
- › Integrated
- › Invented

Financial/Data

- › Adjusted
- › Administered
- › Allocated
- › Analyzed
- › Appraised
- › Assessed
- › Audited
- › Balanced
- › Budgeted
- › Calculated
- › Corrected
- › Estimated

Personal Qualities

- › Accurate
- › Analytical
- › Confident
- › Consistent
- › Deliberate
- › Dependable
- › Efficient
- › Enthusiastic
- › Flexible
- › Independent
- › Innovative
- › Organized

Teamwork

- › Advocated
- › Aided
- › Answered
- › Clarified
- › Contributed
- › Cooperated
- › Counseled
- › Demonstrated
- › Educated
- › Ensured
- › Familiarized
- › Furthered

Management

- › Administered
- › Coordinated
- › Developed
- › Directed
- › Executed
- › Hired
- › Implemented
- › Initiated
- › Managed
- › Motivated
- › Organized
- › Planned

Organization

- › Cataloged
- › Categorized
- › Classified
- › Coded
- › Compiled
- › Corrected
- › Distributed
- › Inspected
- › Logged
- › Maintained
- › Monitored
- › Obtained