

ACTION VERB LIST

Use this list of action verbs, organized according to the 10 core competencies, to write strong competency statements. Note that some verbs appear under more than one competency and that this is not a complete list of all verbs you may want to use.

PERSONAL MANAGEMENT

| | | | | |
|-----------|-------------|--------------|-------------|--------------|
| Arranged | Defined | Listened | Prioritized | Reviewed |
| Assessed | Developed | Observed | Recommended | Strengthened |
| Attained | Interpreted | Participated | Resolved | Supported |
| Clarified | Influenced | Planned | Responded | Verified |

COMMUNICATION

| | | | | | |
|--------------|--------------|------------|-------------|------------|-------------|
| Adapted | Condensed | Directed | Informed | Motivated | Solicited |
| Addressed | Consulted | Discussed | Integrated | Negotiated | Specified |
| Advertised | Contacted | Drafted | Interpreted | Outlined | Spoke |
| Arbitrated | Conveyed | Edited | Interviewed | Persuaded | Summarized |
| Articulated | Convinced | Elicited | Lectured | Presented | Synthesized |
| Authored | Counselled | Encouraged | Listened | Proposed | Taught |
| Clarified | Corresponded | Explained | Marketed | Publicized | Trained |
| Collaborated | Created | Expressed | Mediated | Reported | Tutored |
| Communicated | Customized | Formulated | Moderated | Responded | Translated |
| Composed | Developed | Guided | Modified | Revised | Wrote |

MANAGING INFORMATION

| | | | | | |
|--------------|------------|------------|------------|------------|------------|
| Administered | Assessed | Computed | Forecasted | Netted | Qualified |
| Adjusted | Audited | Conserved | Input | Organized | Reconciled |
| Allocated | Balanced | Corrected | Integrated | Planned | Reduced |
| Analyzed | Budgeted | Determined | Managed | Prepared | Researched |
| Appraised | Calculated | Developed | Marketed | Programmed | Retrieved |
| Assembled | Compiled | Estimated | Measured | Projected | Utilized |

RESEARCH AND ANALYSIS

| | | | | | |
|----------------|-------------|--------------|--------------|------------|------------|
| Adapted | Conducted | Evaluated | Inspected | Organized | Studied |
| Analyzed | Critiqued | Examined | Integrated | Recorded | Summarized |
| Applied | Detected | Experimented | Interviewed | Researched | Surveyed |
| Collected | Debugged | Explored | Invented | Reviewed | Tested |
| Compared | Determined | Extracted | Investigated | Revised | |
| Conceptualized | Diagnosed | Formulated | Measured | Searched | |
| Condensed | Established | Gathered | Modified | Solved | |

COMMITMENT TO QUALITY

| | | | | | |
|----------------|--------------|-------------|--------------|------------|-----------|
| Achieved | Consolidated | Developed | Evaluated | Integrated | Remodeled |
| Administered | Contracted | Directed | Generated | Managed | Repaired |
| Analyzed | Controlled | Eliminated | Improved | Merged | Restored |
| Approved | Converted | Emphasized | Incorporated | Modeled | Resolved |
| Assigned | Created | Enforced | Increased | Motivated | Solved |
| Attained | Customized | Enhanced | Initiated | Organized | |
| Authorized | Delegated | Established | Inspected | Overhauled | |
| Conceptualized | Designed | Executed | Instituted | Oversaw | |

PROJECT AND TASK MANAGEMENT

| | | | | | |
|------------|----------------|--------------|-------------|--------------|--------------|
| Adapted | Conceptualized | Generated | Monitored | Reorganized | Revised |
| Applied | Coordinated | Guided | Obtained | Restored | Revitalized |
| Approved | Corresponded | Incorporated | Operated | Reviewed | Solved |
| Arranged | Customized | Initiated | Organized | Scheduled | Standardized |
| Assembled | Designed | Inspected | Prepared | Selected | Updated |
| Built | Directed | Instituted | Processed | Shaped | Validated |
| Chaired | Distributed | Integrated | Planned | Streamlined | Verified |
| Classified | Established | Led | Prioritized | Strengthened | |
| Coded | Evaluated | Managed | Produced | Supervised | |
| Compiled | Executed | Maintained | Programmed | Remodeled | |
| Computed | Facilitated | Modified | Recommended | Reviewed | |

TEAMWORK

| | | | | |
|----------|--------------|-------------|--------------|--------------|
| Adapted | Collaborated | Ensured | Incorporated | Participated |
| Arranged | Contributed | Expedited | Interacted | Recruited |
| Assessed | Cooperated | Facilitated | Involved | Revitalized |
| Assisted | Created | Helped | Joined | Supported |

PROFESSIONAL BEHAVIOUR

| | | | | | |
|-----------|--------------|--------------|--------------|---------------|-------------|
| Adapted | Clarified | Demonstrated | Familiarized | Organized | Resolved |
| Advocated | Coached | Diagnosed | Furthered | Prevented | Responded |
| Aided | Collaborated | Educated | Guided | Promoted | Secured |
| Answered | Conducted | Encouraged | Helped | Provided | Supplied |
| Arranged | Contributed | Ensured | Intervened | Referred | Supervised |
| Assessed | Cooperated | Established | Led | Rehabilitated | Supported |
| Assisted | Coordinated | Expedited | Modeled | Reinforced | Volunteered |
| Chaired | Counselled | Facilitated | Motivated | Represented | |

SOCIAL RESPONSIBILITY

| | | | | | |
|-----------|--------------|-------------|-----------|---------------|-------------|
| Adapted | Collaborated | Ensured | Modeled | Referred | Secured |
| Advocated | Cooperated | Established | Motivated | Rehabilitated | Supplied |
| Aided | Counselled | Facilitated | Organized | Reinforced | Supervised |
| Assessed | Demonstrated | Furthered | Prevented | Represented | Supported |
| Clarified | Educated | Guided | Promoted | Resolved | Volunteered |
| Coached | Encouraged | Intervened | Provided | Responded | |

CONTINUOUS LEARNING

| | | | | |
|-----------|--------------|------------|-----------|---------|
| Adapted | Demonstrated | Learned | Responded | Updated |
| Assessed | Developed | Pursued | Sought | |
| Corrected | Identified | Progressed | Studied | |