

ACTION VERBS

Be sure to review all words to clarify the best choice.

Pepperdine University 8/07

Administrative/ Organizational	Creative	Communication	Teaching	Helping	Management	Research	Financial
addressed approved arranged assembled cataloged centralized classified collaborated collected collated compiled dispatched distributed documented entered executed generated implemented input inspected memorized monitored operated organized prepared prioritized processed purchased recorded resolved restored retrieved scanned screened spearheaded specified supported systematized tabulated transcribed transformed validated	acted abstracted adapted applied authored composed conceived conceptualized created customized designed developed directed established evaluated fashioned founded formed formulated generated illustrated imagined improvised innovated instituted integrated initiated introduced invented marketed originated painted performed planned presented problem solved produced refined rewrote revitalized shaped sketched synthesized updated visualized	aided addressed advised answered appraised apprised arbitrated arranged authored briefed clarified communicated conducted consulted contributed conveyed cooperated coordinated corresponded counseled corresponded debated defined demonstrated developed directed drafted edited educated enlisted explained expressed formulated influenced informed inspired interpreted interviewed lectured mediated merged moderated motivated negotiated participated persuaded promoted publicized reconciled recruited reported represented researched summarized suggested translated verbalized wrote	adapted advised clarified coached communicated coordinated defined developed enabled encouraged evaluated explained facilitated guided incorporated informed initiated inspired instructed lectured mentored motivated observed persuaded presented set goals stimulated taught trained tutored updated Technical analyzed assembled built calculated computed designed devised engineered fabricated inspected installed maintained operated overhauled programmed remodeled repaired solved trained upgraded	advised aided arbitrated assessed assisted attended brought cared carried out clarified coached coordinated counseled delivered demonstrated diagnosed educated empathized encouraged enlisted expedited facilitated familiarized fostered furnished guided helped inspired instilled maintained mentored modified referred related performed provided referred rehabilitated represented served supported upheld	achieved administered allocated analyzed applied approved assessed assigned anticipated attained chaired conceived consolidated consulted contracted coordinated delegated determined developed directed encouraged enforced established evaluated executed expanded expedited founded formed governed hired implemented improved incorporated increased initiated instituted launched lead managed motivated negotiated organized outlined oversaw perceived planned prioritized produced	recommended reconciled recruited reported represented resolved reviewed scheduled screened selected spearheaded sponsored staged strengthened supervised troubleshoot Research calculated cataloged clarified collected computed conceived correlated critiqued delivered detected diagnosed discovered evaluated examined experimented extracted extrapolated gathered identified inspected interpreted interviewed investigated monitored observed organized proved researched reported reviewed studied summarized surveyed systemized tested	adjusted administered aided allocated analyzed appraised audited balanced budgeted calculated compared computed developed estimated figured forecasted maintained managed marketed planned prepared projected reconciled researched tracked More Verbs adapted attained augmented awarded boosted broadened catered decreased developed ensured eliminated exceeded excelled expanded expedited fabricated financed gained generated improved increased launched mastered modernized published raised reconciled reduced revamped revitalized saved strengthened utilized