

PEPPERDINE | SEAVER COLLEGE  
Career Center

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