Action Words

ADMINISTRATIVE
Approved
Arranged
Assigned
Attained
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

CREATIVE
Acted
Conceptualized
Created
Designed
Developed
Directed
Established

COMMUNICATION
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revised
Revised
Shape

FINANCIAL
Administered
Adjusted
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Estimated
Forecast
Managed
Marketed
Planned
Prepared
Programmed
Projected
Reconciled
Researched
Saved

HELPING
Adapted
Advocated
Assessed
Assisted
Coached
Counseled

PROBLEM-SOLVING
Analyzed
Clarified
Compared
Conducted
Critiqued
Determined
Diagnosed
Evaluated
Examined
Explored
Formulated
Gathered
Identified
Interpreted
Investigated
Measured
Research

RESEARCH
Clarified
Collected
Critiqued
Determined
Diagnosed
Evaluated
Examined
Explored
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

TECHNICAL
Assembled
Built
Calculated
Comprehended
Directed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Trained
Upgraded

TRAINING
Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Persuaded
Planned
Set goals
Simulated
Stimulated
Taught
Trained
Tutored
Utilized