

SAMPLE ACTION VERBS (not exhaustive!)

“SAID”	“DID”	“WORKED”	“HELPED”	“LEAD”	“WROTE”	“SHOWED”
Addressed	Acted	Administered	Adapted	Administered	Approved	Adapted
Advertised	Adapted	Adjusted	Advocated	Analyzed	Arranged	Advised
Arbitrated	Began	Allocated	Aided	Appointed	Catalogued	Clarified
Arranged	Combined	Analyzed	Answered	Approved	Categorized	Coached
Articulated	Composed	Appraised	Arranged	Assigned	Charted	Communicated
Authored	Conceptualized	Assessed	Assessed	Attained	Classified	Conducted
Clarified	Condensed	Audited	Assisted	Authorized	Coded	Coordinated
Collaborated	Created	Balanced	Clarified	Chaired	Collected	Critiqued
Communicated	Customized	Budgeted	Coached	Considered	Compiled	Developed
Composed	Designed	Calculated	Collaborated	Consolidated	Corrected	Enabled
Condensed	Developed	Computed	Contributed	Contracted	Corresponded	Encouraged
Conferred	Directed	Conserved	Cooperated	Controlled	Distributed	Evaluated
Consulted	Displayed	Corrected	Counseled	Converted	Executed	Explained
Contacted	Drew	Determined	Demonstrated	Coordinated	Filed	Facilitated
Conveyed	Entertained	Developed	Diagnosed	Decided	Generated	Focused
Convinced	Established	Estimated	Educated	Delegated	Incorporated	Guided
Corresponded	Fashioned	Forecasted	Encouraged	Developed	Inspected	Individualized
Debated	Formulated	Managed	Ensured	Directed	Logged	Informed
Defined	Founded	Marketed	Expedited	Eliminated	Maintained	Instilled
Developed	Illustrated	Measured	Facilitated	Emphasized	Monitored	Instructed
Directed	Initiated	Netted	Familiarized	Enforced	Obtained	Motivated
Discussed	Instituted	Planned	Furthered	Enhanced	Operated	Persuaded
Drafted	Integrated	Prepared	Guided	Established	Ordered	Simulated
Edited	Introduced	Programmed	Helped	Executed	Organized	Stimulated
Elicited	Invented	Projected	Insured	Generated	Prepared	Taught
Enlisted	Modeled	Qualified	Intervened	Handled	Processed	Tested
Explained	Modified	Reconciled	Motivated	Headed	Provided	Trained
Expressed	Originated	Reduced	Prevented	Hired	Purchased	Transmitted
Formulated	Performed	Researched	Provided	Hosted	Recorded	Tutored
Furnished	Photographed	Retrieved	Referred	Improved	Registered	
Incorporated	Planned		Rehabilitated	Incorporated	Reserved	
Influenced	Revised		Represented	Increased	Responded	
Interacted	Revitalized		Resolved	Initiated	Reviewed	
Interpreted	Shaped		Simplified	Inspected	Routed	
Interviewed	Solved		Supplied	Instituted	Scheduled	
Involved			Supported	Led	Screened	
Joined			Volunteered	Managed	Submitted	
Judged				Merged	Supplied	
Lectured				Motivated	Standardized	
Listened				Navigated	Systematized	
Marketed				Organized	Updated	
Mediated				Originated	Validated	
Moderated				Overhauled	Verified	
Negotiated				Oversaw		
Observed				Planned		
Outlined				Presided		
Participated				Prioritized		
Persuaded				Produced		
Presented				Recommended		
Promoted				Reorganized		
Proposed				Replaced		
Publicized				Restored		
Reconciled				Reviewed		
Recruited				Scheduled		
Referred				Secured		
Reinforced				Selected		