

ACTION VERBS

Communication

Addressed
advertised
arbitrated
arranged
articulated
authored
called
circulated
clarified
coached
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
counseled
debated
defined
demonstrated
described
developed
directed
discussed
drafted
edited
elicited
emphasized
enlisted
explained
expressed
facilitated
formulated
furnished
incorporated
influenced
informed
interacted
interpreted
interviewed
involved

joined
judged
lectured
listened
marketed
mediated
moderated
motivated
negotiated
notified
observed
oriented
outlined
participated
persuaded
presented
promoted
proofread
proposed
publicized
published
purposed
recommended
reconciled
recruited
redirected
referred
reinforced
related
renegotiated
reported
represented
researched
resolved
responded
reunited
showed
solicited
specified
spoke
suggested
summarize
synthesized
translate
transmitted

tutored
wrote
Clerical or Detail
Activated
altered
assembled
approved
arranged
catalogued
classified
collected
compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published
purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized
tabulated
validated

Clinical Focused

admitted
advanced
advocated
aided
assigned
assessed
cared
charted
charged
consoled
counseled
diagnosed
distributed
documented
educated
evaluated
examined
guided
helped
identified
informed
qualified
listened
monitored
nursed
practiced
prevented
proceeded
provided
referred
regulated
repaired
reset
resourced
restricted
reviewed
secured
supported
sutured
trained
volunteered

Creative			
Acted	presented	researched	motivated
adapted	produced	retrieved	performed
applied	proposed	sold	prevented
authored	refined		provided
began	researched	Helping	referred
built	revised	adapted	rehabilitated
combined	revitalized	advised	represented
composed	rewrote	advocated	resolved
conceived	set up	aided	served
conceptualized	shaped	answered	simplified
condensed	solved	arranged	supplied
constructed	studied	assessed	supported
created	updated	assisted	upheld
customized		brought	volunteered
designed	Financial	cared for	
developed	adjusted	clarified	Management &
directed	administered	coached	Leadership
displayed	allocated	collaborated	achieved
drew	analyzed	coordinated	administered
entertained	appraised	contributed	allocated
established	assessed	cooperated	analyzed
estimated	audited	counseled	appointed
fashioned	balanced	dealt	approved
forecasted	budgeted	demonstrated	arranged
formed	calculated	diagnosed	assembled
formulated	compared	directed	assigned
founded	computed	educated	attained
generated	conserved	encouraged	authorized
illustrated	corrected	ensured	awarded
initiated	determined	expedited	chaired
integrated	developed	facilitated	completed
introduced	estimated	familiarized	conceived
invented	forecasted	furthered	conducted
investigated	managed	guided	considered
launched	marketed	helped	consolidated
loaded	measured	influenced	contracted
modeled	netted	inspired	controlled
modified	planned	insured	converted
molded	prepared	intervened	coordinated
originated	programmed	led	correlated
perceived	projected	maintained	decided
performed	qualified	mentored	delegated
photographed	reconciled	modified	designated
piloted	reduced		determined
planned	reevaluated		developed

directed	rejected	incorporated	disproved
disapproved	reorganized	inspected	evaluated
discharged	replaced	logged	examined
eliminated	reported	maintained	experimented
emphasized	required	monitored	explored
encouraged	restored	obtained	extracted
enforced	reviewed	operated	formulated
engineered	scheduled	ordered	gathered
enhanced	secured	organized	identified
established	selected	prepared	inquired
evaluated	settled	processed	inspected
executed	signed	procured	interpreted
expanded	solved	provided	interviewed
generated	specified	purchased	invented
governed	sponsored	recorded	investigated
handled	stipulated	registered	located
headed	streamlined	reserved	measured
hired	strengthened	responded	organized
hosted	supervised	retrieved	remodeled
implemented	terminated	reviewed	repaired
improved		routed	reported
incorporated	Organizational	scheduled	researched
increased	approved	screened	reviewed
initiated	arranged	set up	searched
inspected	assembled	solved	solved
inspired	catalogued	sored	studied
instituted	categorized	standardized	summarized
launched	charted	submitted	surveyed
led	classified	supplied	systematized
maintained	coded	systematized	tested
managed	collected	tabulated	wrote
merged	compiled	updated	
motivated	completed	validated	Teaching
navigated	conducted	verified	Adapted
organized	controlled		advised
outlined	corrected	Research	assessed
overhauled	correlated	analyzed	clarified
oversaw	corresponded	clarified	coached
planned	determined	coded	communicated
prepared	dispatched	collected	conducted
presided	distributed	compared	coordinated
prioritized	eliminated	conceived	critiqued
procured	engineered	conducted	defined
produced	executed	contrasted	demonstrated
provided	expanded	critiqued	developed
recommended	filed	detected	educated
reevaluated	generated	determined	enabled
regulated	implemented	diagnosed	encouraged

evaluated
explained
facilitated
focused
guided
illustrated
individualized
informed
initiated
instilled
instructed
lectured
mentored
motivated
persuaded
planned
presented
set goals
simulated
stimulated
taught
tested
trade
transmitted
tutored
updated

Technical

Adapted
analyzed
applied
assembled
budgeted
built
calculated
computed
conserved
constructed
converted
correlated
debugged
designed
determined
developed
devised
engineered
fabricated
financed

fortified
handled
inspected
installed
maintained
manipulated
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
resolved
restored
solved
specialized
standardized
studied
trained
upgrade
utilize

Levels of Proficiency (adjectives)

accurate (in)
adept (in, at)
advanced
(knowledge of)
alert (in)
competent
concise
conversant (in)
detailed
(knowledge of)
effective (in)
empathy
exceptional
exemplary
expert (in, at)
extraordinary
fluent (in)
functions (well)
gifted good (at)

great high (degree of)
intermediate
(knowledge of)
judicious
keen (sense of, understanding of)
knowledge (of)
master (of)
perception (of)
perceptive
practical
(experience in)
proficient (in)
relentless (in pursuit of)
rudimentary
sensitive (to)
skilled (at, in)
sophisticated
(understanding of)
strong (sense of, background in)
successful (in, at)
uncommon
understanding (of)
unusual