

# Actions Verbs A to Z

## A

Accelerated  
Accomplished  
Achieved  
Acquired  
Adapted  
Addressed  
Administered  
Advanced  
Advised  
Advocated  
Analyzed  
Applied  
Appointed  
Arbitrated  
Architected  
Arranged  
Ascertained  
Assembled  
Assessed  
Assisted  
Attained  
Audited  
Authored  
Authorized

## B

Balanced  
Billed  
Briefed  
Budgeted  
Built

## C

Calculated  
Captured  
Carried Out  
Cataloged

Championed  
Charted  
Clarified  
Classified  
Closed  
Coached  
Collaborated  
Collected  
Commanded  
Communicated  
Compared  
Compelled  
Compiled  
Completed  
Computed  
Conceived  
Conceptualized  
Concluded  
Conducted  
Conserved  
Consolidated  
Constructed  
Consulted  
Continued  
Contracted  
Converted  
Coordinated  
Corrected  
Counseled  
Crafted  
Created  
Critiqued  
Customized

## D

Defined  
Delegated  
Delivered

Demonstrated  
Deployed  
Designed  
Detailed  
Detected  
Determined  
Developed  
Devised  
Directed  
Discovered  
Dispensed  
Displayed  
Distributed  
Diversified  
Diverted  
Documented  
Doubled  
Drafted  
Drove

## E

Earned  
Edited  
Educated  
Effected  
Elected  
Eliminated  
Emphasized  
Enabled  
Enacted  
Encouraged  
Endured  
Energized  
Enforced  
Engineered  
Enhanced  
Enlisted  
Ensured

Established  
Estimated  
Evaluated  
Examined  
Exceeded  
Executed  
Exhibited  
Expanded  
Expedited  
Experimented  
Exported

## **F**

Facilitated  
Familiarized  
Finalized  
Financed  
Forged  
Formalized  
Formed  
Formulated  
Fostered  
Founded

## **G**

Generated  
Governed  
Graduated  
Guided

## **H**

Halted  
Harnessed  
Headed  
Hired  
Honored  
Hypothesized

## **I**

Identified  
Illustrated  
Imagined  
Implemented

Imported  
Improved  
Improvised  
Increased  
Influenced  
Informed  
Initiated  
Innovated  
Inspected  
Inspired  
Installed  
Instituted  
Instructed  
Integrated  
Intensified  
Interpreted  
Interviewed  
Introduced  
Invented  
Inventoried  
Investigated

## **J**

Judged  
Justified

## **K**

## **L**

Launched  
Lectured  
Led  
Licensed  
Listened  
Located

## **M**

Maintained  
Managed  
Manipulated  
Mapped  
Marketed  
Mastered

Masterminded  
Measured  
Mediated  
Mentored  
Modeled  
Modified  
Monitored  
Motivated

## **N**

Navigated  
Negotiated  
Nominated  
Normalized

## **O**

Observed  
Obtained  
Offered  
Officiated  
Operated  
Orchestrated  
Organized  
Oriented  
Originated  
Outsourced  
Overcame  
Overhauled  
Oversaw

## **P**

Participated  
Perceived  
Perfected  
Performed  
Persuaded  
Piloted  
Pinpointed  
Pioneered  
Planned  
Positioned  
Predicted

Prepared  
Prescribed  
Presented  
Presided  
Prioritized  
Processed  
Procured  
Produced  
Programmed  
Progressed  
Projected  
Project managed  
Promoted  
Proposed  
Prospected  
Provided  
Publicized  
Published  
Purchased

## **Q**

Qualified  
Quantified  
Questioned  
Quoted

## **R**

Rated  
Realigned  
Rebuilt  
Recaptured  
Received  
Recognized  
Recommended  
Reconciled  
Recorded  
Recruited  
Redesigned  
Reduced  
Reengineered  
Referred

Regained  
Regulated  
Rehabilitated  
Reinforced  
Rejuvenated  
Rendered  
Renegotiated  
Reorganized  
Repaired  
Reported  
Reposition  
Represented  
Researched  
Resolved  
Responded  
Restored  
Restructured  
Retrieved  
Reviewed  
Revised  
Revitalized

## **S**

Satisfied  
Scheduled  
Secured  
Selected  
Separated  
Served  
Set Goals  
Shaped  
Simplified  
Sold  
Solidified  
Solved  
Spearheaded  
Specified  
Spoke  
Standardized  
Stimulated

Streamlined  
Strengthened  
Structured  
Succeeded  
Suggested  
Summarized  
Supervised  
Supplied  
Supported  
Surpassed  
Synthesized  
Systematized

## **T**

Tabulated  
Targeted  
Taught  
Teamed with  
Terminated  
Tested  
Thwarted  
Trained  
Transcribed  
Transferred  
Transformed  
Transitioned  
Translated  
Tripled  
Troubleshoot

## **U**

Unified  
United  
Updated  
Upgraded  
Used  
Utilized

## **V**

Validated  
Verbalized  
Verified

**W**  
Weighed  
Won

Wrote  
**X**  
**Y**

**Z**