

# Action Verbs for Accomplishment Statements

## COMMUNICATION & TEAMWORK SKILLS

Addressed  
Arbitrated  
Authored  
Composed  
Communicated  
Competed  
Contacted  
Conveyed  
Corresponded  
Demonstrated  
Directed  
Drafted  
Edited  
Encouraged  
Enlisted  
Exchanged  
Explained  
Initiated  
Influenced  
Informed  
Instructed  
Interpreted  
Introduced  
Lectured  
Mediated  
Moderated  
Motivated  
Negotiated  
Notified  
Participated  
Presented  
Persuaded  
Promoted  
Proofread  
Publicized  
Represented  
Resolved  
Responded  
Supported  
Wrote

## TECHNICAL & RESEARCH SKILLS

Acquired  
Activated  
Administered  
Analyzed  
Applied  
Assessed  
Briefed  
Calculated  
Catalogued  
Categorized  
Channeled  
Clarified  
Coded  
Collected  
Compared  
Compiled  
Computed  
Conducted  
Contrasted  
Defined  
Delivered  
Drafted  
Evaluated  
Examined  
Experimented  
Explored  
Formulated  
Implemented  
Inquired  
Inspected  
Installed  
Interpreted  
Interviewed  
Investigated  
Mastered  
Monitored  
Operated  
Processed  
Programmed  
Protected

Provided  
Published  
Recorded  
Regulated  
Repaired  
Reported  
Reviewed  
Shared  
Simulated  
Solved  
Studied  
Summarized  
Supported  
Surveyed  
Systematized  
Tested  
Trained  
Translated  
Tutored  
Updated

## LEADERSHIP SKILLS

Achieved  
Clarified  
Decided  
Delegated  
Effectuated  
Enhanced  
Exceeded  
Excelled  
Headed  
Improved  
Inspired  
Instigated  
Led  
Marketed  
Motivated  
Participated  
Presided  
Recommended  
Revitalized  
Succeeded  
Tailored

## MANAGEMENT & ORGANIZATIONAL SKILLS

Administered  
Anticipated  
Approved  
Arranged  
Assembled  
Assigned  
Catalogued  
Classified  
Completed  
Conducted  
Controlled  
Coordinated  
Correlated  
Determined  
Directed  
Eliminated  
Engineered  
Evaluated  
Executed  
Expanded  
Fixed  
Implemented  
Improved  
Increased  
Maintained  
Managed  
Oversaw  
Perceived  
Planned  
Prepared  
Procured  
Provided  
Recommended  
Scheduled  
Shaped  
Solved  
Specified  
Succeeded  
Supervised  
Visualized

## CREATIVE

Acted  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Instituted  
Integrated  
Introduced  
Invented  
Memorized  
Originated  
Performed  
Planned  
Revitalized  
Shaped  
Sketched

## FINANCIAL

Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Estimated  
Financed  
Forecasted  
Minimized  
Multiplied  
Projected  
Purchased  
Raised  
Rated  
Reconciled  
Secured  
Submitted  
Transferred