

Sample Action Verbs

Adapted	Examined	Prioritized
Administered	Expedited	Processed
Advised	Facilitated	Programmed
Analyzed	Filed	Promoted
Assessed	Guided	Proofread
Assigned	Hosted	Published
Authored	Identified	Purchased
Bargained	Implemented	Raised
Built	Improved	Recommended
Collaborated	Improvised	Reconciled
Collected	Initiated	Recorded
Communicated	Instructed	Recruited
Compiled	Interviewed	Reduced
Completed	Invented	Refined
Conducted	Judged	Repaired
Constructed	Led	Reported
Controlled	Lectured	Represented
Cooperated	Lobbied	Researched
Coordinated	Maintained	Reviewed
Counseled	Managed	Revised
Crafted	Mediated	Scheduled
Created	Monitored	Screened
Defined	Motivated	Served
Delivered	Negotiated	Shaped
Deposited	Operated	Simplified
Designed	Ordered	Sold
Developed	Organized	Spoke
Directed	Performed	Streamlined
Drafted	Persuaded	Supervised
Edited	Pioneered	Supported
Educated	Planned	Trained
Eliminated	Prepared	Translated
Enforced	Presented	Traveled
Evaluated	Prepared	Validated
		Wrote