Active Verb List

**Administrative/Organizational**
addressed
approved
arranged
assembled
cataloged
centralized
classified
collaborated
collected
collated
compiled
dispatched
distributed
documented
entered
executed
generated
implemented
input
inspected
memorized
monitored
operated
organized
prepared
prioritized
processed
purchased
recorded
resolved
restored
retrieved
scanned
screened
spearheaded
specified
supported
systematized	tabulated

transcribed
transformed
validated
word processed

**Creative**
acted
abstracted
adapted
applied
authored
composed
conceived
conceptualized
created
customized
designed
developed
devised
directed
established
evaluated
fashioned
founded
formed
formulated
generated
illustrated
imagined
improvised
innovated
instituted
integrated
initiated
introduced
invented
marketed
originated
painted
performed
planned
presented

problem solved
produced
refined
rewrote
revitalized
shaped
sketched
synthesized
updated
visualized

**Communication**
aided
addressed
advised
answered
appraised
apprised
arbitrated
arranged
authored
briefed
clarified
communicated
conducted
consulted
contributed
conveyed
cooperated
coordinated
corresponded
counseled
deated
defined
demonstrated
developed
directed
drafted
drafted
edited
educated
enlisted
explained
expressed
formulated
influenced
informed
inspired
interpreted
interviewed
lectured
mediated
merged
moderated
motivated
negotiated
participated
persuaded
promoted
publicized
reconciled
recruited
reported
represented
researched
summarized
suggested
translated
verbalized
wrote

**Teaching**
adapted
advised
clarified
coached
communicated
coordinated
defined
developed
directed
enabled
encouraged
evaluated
explained
facilitated
guided
incorporated
informed
initiated
inspired
instructed
lectured
mentored
motivated
observed
persuaded
presented
set goals
stimulated
taught
trained
tutored
updated

**Technical**
analyzed
assembled
built
calculated
computed
designed
devised
engineered
fabricated
inspected
installed
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded