

# 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  
debated  
defined  
demonstrated  
developed  
directed  
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  
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

## Helping

advised  
aided  
arbitrated  
assessed  
assisted  
attended  
brought  
cared  
carried out  
clarified  
coached  
coordinated  
counseled  
delivered  
demonstrated  
diagnosed  
educated  
empathized  
encouraged  
enlisted  
expedited  
facilitated  
familiarized  
fostered  
furnished  
guided  
helped  
inspired  
instilled  
maintained  
mentored  
modified  
referred  
related  
performed  
provided  
rehabilitated  
represented  
served  
supported

upheld

## Management

achieved  
administered  
allocated  
analyzed  
applied  
approved  
assessed  
assigned  
anticipated  
attained  
chaired  
conceived  
consolidated  
consulted  
contracted  
coordinated  
delegated  
determined  
developed  
directed  
encouraged  
enforced  
established  
evaluated  
executed  
expanded  
expedited  
founded  
formed  
governed  
hired  
implemented  
improved  
incorporated  
increased  
initiated  
instituted  
launched  
led

managed  
motivated  
negotiated  
organized  
outlined  
oversaw  
perceived  
planned  
prioritized  
produced  
recommended  
reconciled  
recruited  
reported  
represented  
resolved  
reviewed  
scheduled  
screened  
selected  
spearheaded  
sponsored  
staged  
strengthened  
supervised  
troubleshoot

## Research

calculated  
cataloged  
clarified  
collected  
computed  
conceived  
correlated  
critiqued  
delivered  
detected  
diagnosed  
discovered  
evaluated  
examined

experimented  
extracted  
extrapolated  
gathered  
identified  
inspected  
interpreted  
interviewed  
investigated  
monitored  
observed  
organized  
proved  
researched  
reported  
reviewed  
studied  
summarized  
surveyed  
systemized  
tested

## Financial

adjusted  
administered  
aided  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
compared  
computed  
developed  
estimated  
figured  
forecast  
maintained  
managed  
marketed

planned  
prepared  
projected  
reconciled  
researched  
tracked

## More Verbs

adapted  
attained  
augmented  
awarded  
boosted  
broadened  
catered  
decreased  
developed  
ensured  
eliminated  
exceeded  
excelled  
expanded  
expedited  
fabricated  
financed  
gained  
generated  
improved  
increased  
launched  
mastered  
modernized  
published  
raised  
reconciled  
reduced  
revamped  
revitalized  
strengthened  
utilized