

**MANAGEMENT**

Developed  
Planned  
Organized  
Executed  
Supervised  
Scheduled  
Assigned  
Directed  
Coordinated  
Analyzed  
Prioritized  
Delegated  
Hired  
Fired  
Recommended  
Trained  
Trouble-Shooted  
Evaluated  
Led  
Administered  
Contracted  
Produced  
Controlled  
Reviewed  
Problem-Solved

**COMMUNICATION**

Influenced  
Persuaded  
Helped  
Directed  
Reasoned  
Sold  
Developed  
Recruited  
Motivated  
Negotiated  
Mediated  
Arbitrated  
Reconciled  
Merged  
Wrote  
Interpreted  
Listened  
Enlisted  
Read  
Spoke  
Presented  
Arranged  
Marketed  
Obtained

**RESEARCH**

Recognized Problems  
Clarified  
Surveyed  
Interviewed  
Investigated  
Inspected  
Gathered  
Synthesized  
Analyzed  
Examined  
Diagnosed  
Reviewed  
Organized  
Evaluated  
Critiqued  
Perceived  
Collected  
Wrote  
Tabulated  
Consulted  
Interpreted  
Conceptualized  
Extrapolated  
Decided

**CREATIVE**

Innovated  
Developed  
Imagined  
Conceptualized  
Designed  
Planned  
Synthesized  
Integrated  
Abstracted  
Generated  
Perceived  
Memorized  
Discriminated  
Intuited  
Visualized  
Fashioned  
Shaped  
Wrote  
Directed  
Choreographed  
Performed  
Acted  
Played  
Originate

**DETAIL**

Validated  
Retained  
Checked  
Executed  
Dispatched  
Followed Through  
Implemented  
Enforced  
Met Deadlines  
Arranged  
Managed Time  
Collected  
Condensed  
Compiled  
Purchased  
Systematized  
Tabulated  
Inspected  
Organized  
Classified  
Collated  
Retrieved  
Recorded  
Processed  
Compared

**TEACHING**

Influenced  
Motivated  
Encouraged  
Briefed  
Lectured  
Managed  
Motivated  
Communicated  
Advised  
Presented  
Guided  
Coached  
Tutored  
Instructed  
Enlightened  
Stimulated  
Developed Curriculum  
Adapted  
Facilitated  
Clarified  
Initiated  
Set Goals  
Developed  
Explained  
Invented

**MANUAL**

Operated  
Tended  
Controlled  
Assembled  
Maintained  
Cultivated  
Built  
Constructed  
Moved  
Shipped  
Improved  
Handled  
Restructured  
Created  
Adjusted  
Planned  
Arranged

**HELPING**

Related  
Emphatized  
Guided  
Supported  
Serviced  
Referred  
Attended  
Counseled  
Cared  
Used Sensitivity  
Listened  
Perceived  
Understood  
Acted with team  
Mentored  
Advised  
Used intuition

**FINANCIAL**

Calculated  
Computed  
Planned  
Analyzed  
Managed  
Budgeted  
Kept Books  
Kept Records  
Audited  
Appraised  
Research  
Worked with Details  
Allocated  
Administered  
Developed  
Prepared  
Solved



**Use your action verbs and you are on your way to scoring big with employers!**

