

ACTION VERBS
What Have You Done?

ACTION

Accelerated Accomplished Accounted Achieved Acquired	Confronted Consolidated Constructed Controlled Coordinated	Expedited Explained Expressed Facilitated Fashioned			
Acted Adapted Administered Adopted Advised	Corresponded Counseled Created Critiqued Cut	Filled Forecasted Formulated Found Generated			
Advocated Aided Allocated Analyzed Applied	Dealt Debated Delegated Delivered Demonstrated	Guided Headed Hired Implemented Improved	Manipulated Measured Mediated Motivated Negotiated	Pushed Questioned Raised Read Recommended	Streamlined Strengthened Stressed Structured Succeeded
Appraised Approved Arbitrated Arranged Assembled	Described Designed Determined Developed Devised	Improvised Increased Influenced Initiated Innovated	Observed Operated Organized Originated Participated	Recorded Recruited Reduced Referred Reinforced	Summarized Supervised Supported Synthesized Systemized
Assessed Assigned Assisted Attained Audited	Diagnosed Directed Discovered Dispatched Displayed	Inspired Installed Instructed Integrated Interpreted	Performed Persuaded Pinpointed Planned Predicted	Reorganized Repaired Reported Researched Resolved	Tackled Talked Taught Tested Touched
Based Budgeted Built Checked Classified	Distributed Documented Drafted Drew Earned	Interviewed Introduced Invented Invested Investigated	Prepared Presented Printed Prioritized Processed	Responded Reviewed Revised Scheduled Secured	Tracked Traded Trained Transferred Translated
Coached Collated Collected Communicated Competed	Edited Educated Effected Eliminated Encouraged	Involved Judged Launched Lectured Led	Produced Programmed Projected Promoted Proofread	Selected Served Serviced Set up Simplified	Treated Trimmed Troubleshoot Uncovered Updated
Compiled Completed Composed Conceived Conducted	Established Evaluated Examined Exhibited Expanded	Lobbied Located Made Maintained Managed	Proposed Proved Provided Published Purchased	Sold Solved Spoke Staffed Started	Upgraded Utilized Visualized Won Wrote