

Sample Action Verbs:

achieved
 acted
 adjusted
 administered
 advertised
 advised
 analyzed
 arranged
 assembled
 assessed
 began
 budgeted
 built
 calculated
 chaired
 changed
 clarified
 classified
 coached
 collaborated (with)
 collected
 communicated
 compiled
 composed
 computed
 conducted
 constructed
 controlled
 coordinated
 corresponded (with)
 counseled
 created
 defined
 delegated
 delivered
 demonstrated
 designed
 described
 developed
 directed
 dispensed
 distributed
 drafted
 edited
 enabled
 encouraged

established
 estimated
 evaluated
 executed
 expedited
 experimented
 facilitated
 filed
 formed
 generated
 guided
 handled
 identified
 illustrated
 implemented
 increased
 initiated
 inspected
 installed
 instructed
 interacted (with)
 interviewed
 inventoried
 investigated
 led
 made
 maintained
 managed
 marketed
 measured
 monitored
 negotiated
 observed
 obtained
 operated
 ordered
 organized
 oversaw
 participated (in)
 persuaded
 planned
 prepared
 presented
 processed
 produced
 programmed

proof-read
 publicized
 published
 purchased
 rated
 recommended
 recorded
 recruited
 referred
 regulated
 reorganized
 repaired
 reported
 represented
 reproduced
 researched
 retrieved
 reviewed
 revised
 scheduled
 selected
 served
 simplified
 sold
 solicited
 studied
 supervised
 synthesized
 targeted
 taught
 tested
 trained
 tutored
 updated
 utilized
 verified
 wrote

*Adapted from:
 Howard, Scott A.
 Ohio University
 1995-1996*

