## Action Verb

List

accelerated accomplished achieved acquired acted activated adapted addressed adjusted administered advertised advised affected allocated altered amended analyzed anticipated applied appointed appraised approved arbitrated arranged ascertained assembled assessed assigned assisted assumed attained attracted audited augmented authored authorized automated averted avoided awarded balanced based bought broadened budgeted built calculated calibrated canvassed captured catalogued categorized centralized chaired challenged changed charted checked clarified classified closed coached

collected combined communicated compared compiled completed composed computed conceived conceptualized concluded condensed conducted configured confirmed conserved considered consolidated constructed consulted contracted contrasted contributed controlled converted cooperated coordinated copied corrected correlated corresponded counseled created critiqued cultivated cut decided decreased defined delegated

decentralized delivered demonstrated described designed detailed detected determined developed devised devoted diagnosed diagrammed differentiated directed discovered dispensed displayed disproved dissected distributed

diverted

doubled

drafted

drew

drove

earned

edited

dug

co-authored

collaborated

collated

documented

dramatized

effected elected eliminated empathized employed encouraged enforced engineered enhanced enlarged enlisted ensured established estimated evaluated examined exceeded executed expanded expedited experimented explained exposed expressed extended extracted fabricated facilitated filed finalized financed fixed followed forecasted formed formulated founded framed fulfilled furnished gained gathered gave generated governed guided headed helped hired hosted hypothesized identified illustrated imagined implemented improved improvised

inaugurated

incorporated

increased

incurred

informed

initiated

inspired

installed

instituted

instructed

integrated

interacted

insured

prevented

prioritized

processed

set

set up

settled

printed

inspected

interfaced interpreted interviewed introduced invented inventoried investigated isolated issued itemized judged launched learned lectured led liaised lightened listed listened localized located logged maintained managed manipulated marked marketed measured mediated memorized mentored met minimized modeled moderated modernized modified monitored motivated narrated navigated negotiated observed obtained offered opened operated ordered organized oriented originated oversaw painted participated perceived performed persuaded photographed piloted pinpointed planned predicted prepared prescribed presented preserved presided

produced programmed projected promoted prompted proofread proposed protected proved provided publicized published purchased queried questioned raised reacted realized reasoned received recognized recommended reconciled recorded recruited rectified redesigned reduced referred refined regained regulated rehabilitated reinforced rejected related rendered renegotiated reorganized repaired replaced reported represented researched resolved responded restored restructured resulted retrieved revamped reviewed revised revitalized risked salvaged sang saved scheduled searched secured segmented selected sensed separated served

procured sewed shaped shared showed simplified sized sketched sold solicited solved sorted specified spoke staffed standardized started stimulated streamlined strengthened structured studied suggested summarized supervised supplied supported surpassed surveyed symbolized synergist synthesized systematized talked taught tended terminated tested tightened told traced traded trained transcribed transformed translated traveled treated trimmed troubleshoot tutored typed uncovered understudied undertook unified united updated upgraded used utilized verbalized verified weighed welded widened won worked serviced wrote