

Action Verbs & Proficiency

Management & Leadership

achieved	developed	launched	scheduled
administered	directed	led	secured
allocated	disapproved	maintained	selected
analyzed	discharged	managed	settled
appointed	eliminated	merged	signed
approved	emphasized	motivated	solved
arranged	encouraged	navigated	specified
assembled	enforced	organized	sponsored
assigned	engineered	outlined	stipulated
attained	enhanced	overhauled	streamlined
authorized	established	oversaw	strengthened
awarded	evaluated	planned	supervised
chaired	executed	prepared	terminated
completed	expanded	presided	
conceived	generated	prioritized	Communication
conducted	governed	procured	addressed
considered	handled	produced	advertised
consolidated	headed	provided	arbitrated
contracted	hired	recommended	arranged
controlled	hosted	reevaluated	articulated
converted	implemented	regulated	authored
coordinated	improved	rejected	called
correlated	incorporated	reorganized	circulated
decided	increased	replaced	clarified
delegated	initiated	reported	coached
designated	inspected	required	collaborated
determined	inspired	restored	communicated
	instituted	reviewed	composed

condensed	involved	reported	disproved
conferred	joined	represented	evaluated
consulted	judged	researched	examined
contacted	lectured	resolved	experimented
conveyed	listened	responded	explored
convinced	marketed	reunited	extracted
corresponded	mediated	showed	formulated
counseled	moderated	solicited	gathered
debated	motivated	specified	identified
defined	negotiated	spoke	inquired
demonstrated	notified	suggested	inspected
described	observed	summarize	interpreted
developed	oriented	synthesized	interviewed
directed	outlined	translate	invented
discussed	participated	transmitted	investigated
drafted	persuaded	tutored	located
edited	presented	wrote	measured
elicited	promoted		organized
emphasized	proofread	Research	remodeled
enlisted	proposed	analyzed	repaired
explained	publicized	clarified	reported
expressed	published	coded	researched
facilitated	purposed	collected	reviewed
formulated	recommended	compared	searched
furnished	reconciled	conceived	solved
incorporated	recruited	conducted	studied
influenced	redirected	contrasted	summarized
informed	referred	critiqued	surveyed
interacted	reinforced	detected	systematized
interpreted	related	determined	tested
interviewed	renegotiated	diagnosed	wrote

Technical	rectified	evaluated	analyzed
adapted	regulated	explained	appraised
analyzed	remodeled	facilitated	assessed
applied	repaired	focused	audited
assembled	replaced	guided	balanced
budgeted	resolved	illustrated	budgeted
built	restored	individualized	calculated
calculated	solved	informed	compared
computed	specialized	initiated	computed
conserved	standardized	instilled	conserved
constructed	studied	instructed	corrected
converted	trained	lectured	determined
correlated	upgrade	mentored	developed
debugged	utilize	motivated	estimated
designed		persuaded	forecasted
determined	Teaching	planned	managed
developed	adapted	presented	marketed
devised	advised	set goals	measured
engineered	assessed	simulated	netted
fabricated	clarified	stimulated	planned
financed	coached	taught	prepared
fortified	communicated	tested	programmed
handled	conducted	trade	projected
inspected	coordinated	transmitted	qualified
installed	critiqued	tutored	reconciled
maintained	defined	updated	reduced
manipulated	demonstrated		reevaluated
operated	developed	Financial	researched
overhauled	educated	adjusted	retrieved
printed	enabled	administered	sold
programmed	encouraged	allocated	

Creative

acted
 adapted
 applied
 authored
 began
 built
 combined
 composed
 conceived
 conceptualized
 condensed
 constructed
 created
 customized
 designed
 developed
 directed
 displayed
 drew
 entertained
 established
 estimated
 fashioned
 forecasted
 formed
 formulated
 founded
 generated
 illustrated
 initiated

integrated

introduced

invented

investigated

launched

loaded

modeled

modified

molded

originated

perceived

performed

photographed

piloted

planned

presented

produced

proposed

refined

researched

revised

revitalized

rewrote

set up

shaped

solved

studied

updated

Helping

adapted
 advised
 advocated
 aided
 answered
 arranged
 assessed
 assisted
 brought
 cared for
 clarified
 coached
 collaborated
 coordinated
 contributed
 cooperated
 counseled
 dealt
 demonstrated
 diagnosed
 directed
 educated
 encouraged
 ensured
 expedited
 facilitated
 familiarized
 furthered
 guided
 helped

influenced

inspired

insured

intervened

led

maintained

mentored

modified

motivated

performed

prevented

provided

referred

rehabilitated

represented

resolved

served

simplified

supplied

supported

upheld

volunteered

Clerical or Detail

activated
 altered
 assembled
 approved
 arranged
 catalogued
 classified
 collected
 compiled
 described
 dispatched
 edited
 estimated
 executed
 gathered
 generated
 implemented
 inspected
 listed
 maintained
 monitored
 observed
 operated
 organized
 overhauled
 prepared
 processed
 proofread
 published
 purchased

recorded
 reduced
 retrieved
 screened
 specified
 streamlined
 systematized
 tabulated
 validated

Organizational

approved
 arranged
 assembled
 catalogued
 categorized
 charted
 classified
 coded
 collected
 compiled
 completed
 conducted
 controlled
 corrected
 correlated
 corresponded
 determined
 dispatched
 distributed
 eliminated

engineered
 executed
 expanded
 filed
 generated
 implemented
 incorporated
 inspected
 logged
 maintained
 monitored
 obtained
 operated
 ordered
 organized
 prepared
 processed
 procured
 provided
 purchased
 recorded
 registered
 reserved
 responded
 retrieved
 reviewed
 routed
 scheduled
 screened
 set up
 solved

sores
 standardized
 submitted
 supplied
 systematized
 tabulated
 updated
 validated
 verified

**Clinical Focused
Action Verbs**

admitted
 advanced
 advocated
 aided
 assigned
 assessed
 cared
 charted
 charged
 consoled
 counseled
 diagnosed
 distributed
 documented
 educated
 evaluated
 examined
 guided
 helped
 identified
 informed
 qualified

listened	volunteered	exceptional	perception (of)
monitored		exemplary	perceptive
nursed	Levels of	expert (in, at)	practical (experience in)
practiced	Proficiency	extraordinary	proficient (in)
prevented	(adjectives)	fluent (in)	relentless (in pursuit of)
proceeded	accurate (in)	functions (well)	rudimentary
provided	adept (in, at)	gifted	sensitive (to)
referred	advanced (knowledge of)	good (at)	skilled (at, in)
regulated	alert (in)	great	sophisticated (understanding of)
repaired	competent	high (degree of)	strong (sense of, background in)
reset	concise	intermediate (knowledge of)	successful (in, at)
resourced	conversant (in)	judicious	uncommon
restricted	detailed (knowledge of)	keen (sense of, understanding of)	understanding (of)
reviewed	effective (in)	knowledge (of)	unusual
secured	empathy	master (of)	
supported			
sutured			
trained			