



ACTION VERB LIST

GENERAL:

Abstracted	Composed	Established	Instituted	Participated	Schemed
Achieved	Computed	Estimated	Integrated	Perceived	Screened
Acquired	Conceived	Evaluated	Interpreted	Perfected	Set Goals
Acted	Conducted	Examined	Interviewed	Performed	Shaped
Adapted	Conserved	Exceeded	Introduced	Persuaded	Skilled
Addressed	Consulted	Excelled	Invented	Planned	Solicited
Advertised	Contributed	Expanded	Inventoried	Practiced	Solved
Advised	Contracted	Expedited	Investigated	Predicted	Specialized
Advocated	Converted	Experimented	Judged	Prepared	Spoke
Aided	Coordinated	Explained	Kept	Presented	Stimulated
Answered	Copied	Explored	Launched	Prioritized	Strategized
Anticipated	Correlated	Expressed	Learned	Produced	Streamlined
Applied	Counseled	Extracted	Lectured	Programmed	Strengthened
Approved	Created	Facilitated	Led	Projected	Stressed
Arranged	Critiqued	Fashioned	Lifted	Promoted	Studied
Ascertained	Cultivated	Financed	Listened	Proposed	Substantiated
Assembled	Dealt	Fixed	Located	Protected	Succeeded
Assessed	Debated	Followed	Logged	Proved	Summarized
Assisted	Defined	Formulated	Made	Provided	Synthesized
Attained	Delivered	Fostered	Maintained	Publicized	Supervised
Audited	Designed	Founded	Managed	Published	Supported
Augmented	Detected	Gained	Manipulated	Purchased	Surveyed
Authored	Determined	Gathered	Mapped	Queried	Sustained
Bolstered	Developed	Gave	Mastered	Questioned	Symbolized
Briefed	Devised	Generated	Maximized	Raised	Tabulated
Brought	Diagnosed	Governed	Mediated	Ranked	Talked
Budgeted	Directed	Guided	Memorized	Rationalized	Taught
Built	Discovered	Handled	Mentored	Read	Theorized
Calculated	Discriminated	Headed	Met	Reasoned	Trained
Cared	Dispatched	Helped	Minimized	Recorded	Translated
Charged	Displayed	Identified	Modeled	Received	Upgraded
Chartered	Dissected	Illustrated	Modified	Reduced	Utilized
Checked	Documented	Imagined	Monitored	Referred	Validated
Clarified	Drafted	Implemented	Narrated	Related	Verified
Classified	Drove	Improved	Observed	Relied	Visualized
Coached	Edited	Improvised	Obtained	Reported	Won
Collaborated	Eliminated	Inaugurated	Offered	Researched	Wrote
Collected	Empathized	Increased	Operated	Responded	
Comforted	Enable	Indexed	Ordered	Restored	
Communicated	Enforced	Indicated	Organized	Revamped	
Compared	Enlightened	Influenced	Originated	Reviewed	
Completed	Enlisted	Initiated	Overcame	Scanned	
Complied	Ensured	Inspected	Oversaw	Scheduled	

EXAMPLES OF ADAPTIVE SKILLS WORDS THAT DESCRIBE YOUR PERSONAL TRAITS:

Active	Cooperative	Energetic	Independent	Personable	Self-confident
Adaptable	Creative	Enterprising	Innovative	Pleasant	Self-motivated
Adaptive	Dedicated	Enthusiastic	Instrumental	Poised	Self-reliant
Adept	Dependable	Exceptional	Keen	Positive	Sensitive
Aggressive	Determined	Experienced	Logical	Practical	Sharp
Analytical	Diligent	Fair	Loyal	Productive	Sincere
Assertive	Diplomatic	Familiar	Mature	Receptive	Strong
Broad-Minded	Disciplined	Firm	Methodical	Reliable	Successful
Committed	Discreet	Forceful	Objective	Resilient	Tactful
Competent	Effective	Honest	Open minded	Resourceful	Tenacious

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MANAGEMENT:

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

DETAIL:

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

RESEARCH:

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

CREATIVE:

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

FINANCIAL:

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

TEACHING:

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

MANUAL:

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

HELPING:

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

COMMUNICATION:

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

