

Action Word List

Examples of action words that describe your functional skills

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