



# ACTIVE VERB LIST

Communication Skills	Creative Skills	Data/ Financial Skills	Helping Skills	Management/ Leadership Skills	Organizational Skills	Research Skills	Teaching Skills	Technical Skills
Addressed	Accentuated	Accelerated	Adapted	Accomplished	Apprehended	Analyzed	Achieved	Activated
Advertised	Acted	Administered	Advanced	Achieved	Approved	Attained	Adapted	Adapted
Anticipated	Adapted	Adjusted	Advocated	Administered	Arranged	Clarified	Advanced	Adopted
Apprehended	Advanced	Allocated	Aided	Adopted	Catalogued	Collected	Advised	Applied
Arbitrated	Began	Analyzed	Answered	Analyzed	Categorized	Compared	Anticipated	Assembled
Arranged	Broadened	Appraised	Anticipated	Anticipated	Centralized	Concluded	Broadened	Built
Articulated	Combined	Assessed	Arranged	Appointed	Charted	Conducted	Clarified	Calculated
Authored	Commissioned	Attained	Assessed	Approved	Classified	Critiqued	Coached	Centralized
Clarified	Composed	Audited	Assisted	Assigned	Coded	Defined	Communicated	Combined
Collaborated	Conceptualized	Balanced	Attained	Assimilated	Collected	Delivered	Conducted	Computed
Communicated	Conceived	Budgeted	Augmented	Attained	Combined	Detected	Coordinated	Condensed
Composed	Condensed	Calculated	Caused	Authorized	Compiled	Determined	Counseled	Configured
Consulted	Created	Computed	Centralized	Broadened	Completed	Diagnosed	Critiqued	Conserved
Contacted	Customized	Combined	Clarified	Caused	Condensed	Evaluated	Cultivated	Constructed
Conveyed	Designed	Concluded	Coached	Chaired	Corrected	Examined	Demystified	Converted
Convinced	Developed	Conserved	Collaborated	Commanded	Correlated	Experimented	Developed	Correlated
Cooperated	Devised	Corrected	Completed	Commissioned	Designated	Explored	Empowered	Debugged
Counseled	Directed	Delivered	Condensed	Condensed	Devised	Extracted	Enabled	Defined
Corresponded	Displayed	Determined	Continued	Consolidated	Distributed	Discovered	Encouraged	Designed
Decreased	Drew	Developed	Contributed	Contracted	Documented	Documented	Evaluated	Determined
Defined	Entertained	Estimated	Cooperated	Controlled	Eliminated	Focused	Explained	Developed
Developed	Established	Financed	Counseled	Coordinated	Executed	Formulated	Facilitated	Devised
Directed	Exhibited	Forecasted	Demonstrated	Cultivated	Expanded	Found	Focused	Diagnosed
Discussed	Fashioned	Invested	Diagnosed	Decided	Filed	Gathered	Fostered	Eliminated
Documented	Featured	Liquidated	Educated	Delegated	Focused	Identified	Fulfilled	Engineered
Drafted	Formulated	Managed	Encouraged	Designated	Formalized	Inspected	Guided	Expanded
Edited	Founded	Marketed	Ensured	Developed	Generated	Interpreted	Individualized	Fabricated
Elicited	Framed	Measured	Excelled	Directed	Identified	Interviewed	Informed	Fortified
Emphasized	Illustrated	Netted	Expedited	Dispatched	Implemented	Invented	Inspired	Generated
Empowered	Improvised	Planned	Extended	Eliminated	Incorporated	Investigated	Instilled	Implemented
Exhibited	Initiated	Prepared	Facilitated	Employed	Indexed	Located	Instructed	Indexed
Experienced	Innovated	Programmed	Familiarized	Empowered	Inspected	Measured	Integrated	Installed
Explained	Instituted	Projected	Fulfilled	Enforced	Linked	Observed	Introduced	Integrated
Expressed	Integrated	Pursued	Furthered	Established	Logged	Organized	Mentored	Maintained
Featured	Introduced	Qualified	Gained	Evaluated	Maintained	Predicted	Motivated	Mapped
Formulated	Invented	Reconciled	Guided	Exercised	Modernized	Projected	Nurtured	Mastered
Framed	Modeled	Reduced	Helped	Executed	Monitored	Proved	Persuaded	Modernized
Indicated	Modified	Researched	Identified	Experienced	Obtained	Recorded	Progressed	Operated
Influenced	Originated	Retrieved	Insured	Extended	Operated	Researched	Simulated	Overhauled
Informed	Performed	Sold	Intervened	Fostered	Ordered	Revealed	Spoke	Pioneered
Interacted	Photographed	Targeted	Minimized	Generated	Organized	Reviewed	Stimulated	Practiced

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Interpreted	Pioneered	Traded	Modernized	Governed	Pinpointed	Searched	Taught	Printed
Involved	Planned	Ventured	Motivated	Handled	Prepared	Solved	Tested	Processed
Lectured	Practiced		Participated	Headed	Processed	Studied	Trained	Programmed
Mapped	Published		Prevented	Improved	Projected	Summarized	Transmitted	Published
Marketed	Redesigned		Provided	Incorporated	Provided	Surveyed	Tutored	Rectified
Mediated	Revised		Raised	Increased	Purchased	Systematized	Wrote	Redesigned
Moderated	Revitalized		Recognized	Initiated	Recorded	Tested		Regulated
Negotiated	Shaped		Reduced	Inspected	Redesigned	Uncovered	Remodeled	
Observed	Showed		Referred	Instituted	Reduced	Understood	Repaired	
Outlined	Solved		Refined	Launched	Refined	Wrote	Replaced	
Overcame	Started		Rehabilitated	Led	Registered		Restored	
Persuaded	Transformed		Reinforced	Managed	Reorganized		Retrieved	
Presented			Represented	Mentored	Reserved		Solved	
Promoted			Resolved	Mobilized	Reshaped		Specialized	
Proposed			Served	Motivated	Responded		Standardized	
Publicized			Simplified	Organized	Restructured		Studied	
Published			Supplemented	Overhauled	Retrieved		Succeeded	
Pursued			Supplied	Oversaw	Revamped		Synthesized	
Realized			Supported	Planned	Reviewed		Upgraded	
Reconciled			Sustained	Presided	Revised		Utilized	
Recorded			Volunteered	Prioritized	Routed		Wrote	
Recruited				Produced	Scheduled			
Referred				Recognized	Screened			
Renegotiated				Recommended	Specified			
Reported				Rectified	Submitted			
Resolved				Reorganized	Supplied			
Responded				Replaced	Standardized			
Revised				Restored	Structured			
Shared			Revamped	Simplified				
Showed			Reviewed	Synchronized				
Solicited			Revived	Systematized				
Spoke			Scheduled	Tabulated				
Suggested			Secured	Tailored				
Summarized			Selected	Updated				
Synthesized			Started	Validated				
Tailored			Streamlined	Verified				
Targeted			Strengthened					
Translated			Supervised					
Understood		Worked						
Unified								
Widened								
Wrote								