

Sample Action Words

Achieved	Devised	Investigated	Related
Acquired	Directed	Launched	Renegotiated
Activated	Documented	Led	Reorganized
Addressed	Doubled	Lightened	Reported
Administered	Earned	Liquidated	Researched
Advised	Edited	Localized	Resolved
Analyzed	Effected	Located	Reviewed
Anticipated	Eliminated	Maintained	Revised
Appointed	Employed	Managed	Revitalized
Appraised	Enforced	Marketed	Saved
Approved	Engineered	Minimized	Scheduled
Arranged	Enhanced	Modernized	Selected
Assessed	Established	Monitored	Settled
Audited	Estimated	Negotiated	Shaped
Augmented	Executed	Obtained	Simplified
Averted	Expanded	Operated	Sold
Avoided	Expedited	Organized	Solved
Bought	Extracted	Originated	Specified
Built	Forecasted	Performed	Staffed
Captured	Formed	Pioneered	Standardized
Centralized	Formulated	Planned	Stimulated
Collaborated	Framed	Prepared	Streamlined
Combined	Generated	Presented	Studied
Composed	Guided	Prevented	Supervised
Conceived	Hired	Processed	Supported
Concluded	Implemented	Procured	Surpassed
Condensed	Improved	Produced	Surveyed
Conducted	Improvised	Programmed	Taught
Consummated	Increased	Promoted	Terminated
Controlled	Initiated	Proved	Tested
Created	Inspired	Provided	Tightened
Cultivated	Inspected	Published	Traded
Decentralized	Instigated	Purchased	Trained
Decreased	Instructed	Recommended	Translated
Defined	Insured	Recruited	Tripled
Demonstrated	Interpreted	Redesigned	Utilized
Designed	Interviewed	Reduced	Vitalized
Determined	Introduced	Regulated	Wrote
Developed	Invested	Rejected	