**Action Verbs**

Action verbs that describe your functional skills

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORGANIZATIONAL** | | | | | |
| Assembled | Coordinated | Executed | Maintained | Processed | Recognized |
| Collected | Catalogued | Formalized | Prepared | Routed | Scheduled |
| Centralized | Enforced | Implemented | Planned | Recorded | Updated |
| **LEADERSHIP** | | | | | |
| Allocated | Formed | Inspired | Motivated | Produced | Sponsored |
| Determined | Founded | Instituted | Operated | Recruited | Staged |
| Directed | Governed | Led | Oversaw | Represented | Started |
| Elected | Hired | Managed | Pioneered | Selected | Supervised |
| Enlisted | Initiated | Moderated | Presided | Spearheaded | Trained |
| **COMMUNICATION SKILLS** | | | | | |
| Acquainted | Conducted | Educated | Informed | Listened | Spoke |
| Appraised | Contacted | Explained | Instructed | Presented | Summarized |
| Answered | Demonstrated | Familiarized | Introduced | Reported | Taught |
| Briefed | Drafted | Handled | Lectured | Responded | Translated |
| **RESEARCH** | | | | | |
| Analyzed | Complied | Discovered | Evaluated | Identified | Searched |
| Assessed | Consulted | Documented | Examined | Interpreted | Surveyed |
| Audited | Detected | Edited | Gathered | Interviewed | Tested |
| **CREATIVITY** | | | | | |
| Authored | Crafted | Composed | Designed | Established | Originated |
| Conceived | Created | Constructed | Devised | Invented | Revolutionized |
| **HELPING SKILLS** | | | | | |
| Aided | Collaborated | Comforted | Guided | Mentored | Supported |
| Attended | Contributed | Facilitated | Helped | Provided | Tutored |
| Assisted | Counselled | Fostered | Instilled | Settled | Treated |
| **SELLING** | | | | | |
| Arbitrated | Dissuaded | Marketed | Negotiated | Promoted | Secured |
| Convinced | Encouraged | Mediated | Persuaded | Publicized | Solicited |
| **OTHER ACTION VERBS** | | | | | |
| Adapted | Developed | Fabricated | Launched | Reconciled | Shopped |
| Attained | Ensured | Financed | Mastered | Reduced | Strengthened |
| Boosted | Exceeded | Gained | Modernized | Revamped | Supplemented |
| Broadened | Excelled | Improved | Published | Revitalized | Tended |
| Built | Expanded | Increased | Raised | Saved | Utilized |

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.