

# ACTION VERBS

achieved	consulted	extended	operated
activated	controlled	familiarized	opposed
adapted	converted	formulated	organized
administered	coordinated	founded	originated
advised	counseled	gained	pioneered
advocated	created	governed	planned
aided	curtailed	guaranteed	produced
altered	demonstrated	guided	publicized
analyzed	designed	illustrated	published
appraised	determined	improved	recommended
approved	developed	increased	regulated
arranged	directed	informed	reorganized
assembled	discontinued	initiated	restored
assisted	discovered	instructed	simplified
assigned	dispatched	interpreted	solved
assumed	displayed	introduced	sponsored
attained	economized	invested	stabilized
augmented	educated	investigated	strengthened
authorized	eliminated	introduced	studied
balanced	employed	invested	supervised
built	encouraged	investigated	taught
calculated	established	lectured	trained
classified	estimated	maintained	transformed
collected	evaluated	managed	updated
communicated	examined	merged	upgraded
conceived	executed	minimized	utilized
condensed	exhibited	modified	validated
conferred	expanded	motivated	
consolidated	expedited	observed	

Bolded words lend themselves especially well to describing accomplishment.

## VERBS TO DESCRIBE TEACHING EXPERIENCES

adopted	demonstrated	facilitated	observed
advocated	designed	guided	persuaded
analyzed	developed	illustrated	planned
augmented	discovered	improved	prepared
clarified	enabled	informed	produced
coached	encouraged	instructed	recommended
communicated	established	improved	set goals
convinced	evaluated	informed	stimulated
counseled	expanded	instructed	trained
created	explained	motivated	

For a full list of action verbs go to [www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html).