

Power Verbs

Helping Verbs

Advocated	Demonstrated	Guided
Assessed	Diagnosed	Motivated
Assisted	Educated	Referred
Clarified	Expedited	Rehabilitated
Coached	Facilitated	Represented
Counseled	Familiarized	

Clerical or Detail Verbs

Approved	Generated	Purchased
Arranged	Implemented	Recorded
Catalogued	Inspected	Retrieved
Classified	Monitored	Screened
Collected	Operated	Specified
Compiled	Organized	Systematized
Dispatched	Prepared	Tabulated
Executed	Processed	Validated

Accomplished Verbs

Achieved	Pioneered	Restored
Expanded	Reduced(losses)	Spearheaded
Improved	Resolved(problems)	Transformed

Technical Verbs

Assembled	Engineered	Programmed
Built	Fabricated	Remodeled
Calculated	Maintained	Repaired
Computed	Operated	Solved
Designed	Overhauled	Upgraded
Devised		

Teaching Verbs

Adapted	Developed	Informed
Advised	Enabled	Instructed
Clarified	Encouraged	Persuaded
Coached	Evaluated	Set goals
Communicated	Explained	Stimulated
Coordinated	Facilitated	Trained
Demystified	Guided	

Management Verbs

Administered	Developed	Planned
Analyzed	Directed	Prioritized
Assigned	Evaluated	Produced
Attained	Executed	Recommended
Chaired	Improved	Reviewed
Consolidated	Increased	Scheduled
Contracted	Organized	Strengthened
Coordinated	Oversaw	Supervised
Delegated		

Communication Verbs

Addressed	Drafted	Negotiated
Arbitrated	Edited	Persuaded
Arranged	Enlisted	Promoted
Authored	Formulated	Publicized
Collaborated	Influenced	Reconciled
Convinced	Interpreted	Recruited
Corresponded	Lectured	Spoke
Developed	Mediated	Translated
Directed	Moderated	Wrote

Research Verbs

Clarified	Identified	Organized
Collected	Inspected	Reviewed
Diagnosed	Interpreted	Summarized
Examined	Investigated	Systematized
Extracted		

Management Verbs

Administered	Budgeted	Managed
Allocated	Calculated	Marketed
Analyzed	Computed	Planned
Appraised	Developed	Projected
Audited	Forecasted	Projected
Audited	Forecasted	Researched
Balanced		

Creative Verbs

Acted	Established	Introduced
Conceptualized	Fashioned	Invented
Created	Founded	Originated
Customized	Illustrated	Performed
Designed	Initiated	Planned
Developed	Instituted	Revitalized
Directed	Integrated	Shaped