

ACTIVE VERBS

Accomplished	Checked	Developed	Financed
Achieved	Classified	Devised	Forecasted
Acted	Coached	Diagnosed	Formed
Acquired	Collected	Directed	Formulated
Adapted	Communicated	Discovered	Founded
Adopted	Compiled	Dispensed	Generated
Adjusted	Completed	Displayed	Governed
Administered	Composed	Distributed	Guided
Advertised	Computed	Documented	Headed
Advised	Conceived	Drafted	Helped
Analyzed	Conducted	Edited	Hired
Approved	Connected	Educated	Identified
Arbitrated	Consolidated	Eliminated	Illustrated
Arranged	Constructed	Enforced	Implemented
Assembled	Conserved	Engineered	Improved
Assisted	Controlled	Enlarged	Improvised
Audited	Coordinated	Established	Increased
Authorized	Counseled	Estimated	Influenced
Balanced	Created	Evaluated	Informed
Budgeted	Defined	Examined	Initiated
Built	Delivered	Expanded	Innovated
Calculated	Designed	Experimented	Inspected
Changed	Detected	Extended	Installed
Charted	Determined	Facilitated	Instituted

Instructed		Resolved	
	Persuaded		Translated
Integrated		Resorted	
	Planned		Tutored
Interpreted		Restructured	
	Presided		Unified
Interviewed		Reviewed	
	Prepared		United
Invented		Revised	
	Produced		Upgraded
Inventoried		Routed	
	Projected		Utilized
Investigated		Scheduled	
	Promoted		Wrote
Issued		Screened	
	Provided		
Judged		Secured	
	Publicized		
Lectured		Selected	
	Purchased		
Led		Served	
	Realized		
Maintained		Serviced	
	Received		
Managed		Shaped	
	Reconciled		
Manufactured		Solved	
	Recommended		
Marketed		Sorted	
	Recorded		
Mediated		Structured	
	Recruited		
Mentored		Summarized	
	Rectified		
Merchandised		Supervised	
	Reduced		
Modeled		Supplied	
	Referred		
Obtained		Synthesized	
	Regulated		
Offered		Systematized	
	Rehabilitated		
Operated		Tailored	
	Reorganized		
Ordered		Taught	
	Reported		
Organized		Tested	
	Represented		
Originated		Trained	
	Researched		
Performed		Transcribed	