

## A

abstracted  
**accelerated**  
**accomplished**  
**achieved**  
 acquired  
 acted  
**adapted**  
 added  
**addressed**  
 adjusted  
**administered**  
 advised  
 allocated  
**analyzed**  
 answered  
 applied  
 appraised  
 approved  
 arbitrated  
 arranged  
 articulated  
 ascertained  
 assembled  
 assessed  
 assigned  
**attained**  
 attended  
**authored**  
 authorized

## B

**balanced**  
 bargained  
 briefed  
 bought  
**budgeted**  
**built**

## C

calculated  
 carried out  
 catalogued  
 categorized  
**centralized**  
**chaired**

changed  
 channeled  
**charted**  
 checked  
 clarified  
 coached  
 coded  
**collaborated**  
 collated  
 collected  
 committed  
**communicated**  
 compared  
 competed  
**compiled**  
**completed**  
**composed**  
**conceived**  
**conceptualized**  
**condensed**  
**conducted**  
 confronted  
**consolidated**  
 contacted  
 continued  
 contracted  
**controlled**  
 conveyed  
 convened  
 converted  
 convinced  
 coordinated  
 corrected  
 corresponded  
**counseled**  
**crafted**  
**created**  
 critiqued

## D

**dealt with**  
**decided**  
**defended**  
 defined  
 delegated  
 delivered

**demonstrated**  
 derived  
**designated**  
**designed**  
**detailed**  
**detected**  
**determined**  
**developed**  
 devised  
 diagnosed  
**directed**  
**discovered**  
 dispensed  
 displayed  
 distributed  
 diverted  
 documented  
**drafted**  
 dramatized  
**drew up**  
**drove**  
 duplicated

## E

**earned**  
**edited**  
 educated  
**effected**  
 elicited  
**employed**  
 encouraged  
 endured  
**enhanced**  
**enlisted**  
**ensured**  
 entertained  
 equipped  
**established**  
 estimated  
**evaluated**  
 examined  
 exchanged  
**executed**  
**exercised**  
 exhibited  
**expanded**

**expedited**  
 experienced  
 experimented  
 explained  
**explored**

## F

**facilitated**  
 figured  
 filed  
**finalized**  
 financed  
**focused**  
 forecasted  
**formed**  
**formulated**  
**fostered**  
 found  
**founded**  
 functioned  
 furnished

## G - H

**gathered**  
**generated**  
**governed**  
 grouped  
**guided**  
 handled  
 helped

## I

identified  
 illustrated  
**implemented**  
 imposed  
**improved**  
 improvised  
**increased**  
 influenced  
 informed  
 initiated  
 innovated  
 inquired  
 inspected

installed  
 instilled  
 instituted  
 instructed  
 insured  
**integrated**  
**interpreted**  
 intervened  
 interviewed  
**introduced**  
**invented**  
 invested  
 inventoried  
**investigated**

## J - L

joined  
 judged  
 justified

## launched

learned  
 lectured  
**led**  
 licensed  
 listed  
 located  
 logged  
**lowered**

## M

maintained  
**managed**  
**marketed**  
**mastered**  
 measured  
**mediated**  
**mentored**  
 merged  
**minimized**  
 modeled  
**modernized**  
 modified  
 molded  
 monitored  
**motivated**

Note: Many Active Verbs are passive in action. Try to use only blue and yellow verbs, especially the bold yellow ones. Your objective is to show accomplishments with your verbs.

## N

named  
**negotiated**  
 notified  
 numbered

## O

observed  
**obtained**  
 offered  
**opened**  
 operated  
 ordered  
**organized**  
**originated**  
 outlined  
**overcame**  
**overhauled**  
**oversaw**

## P - Q

participated  
 perceived  
**performed**  
**persuaded**  
**planned**  
 posted  
 predicted  
**prepared**  
**presented**  
**presided**  
 printed  
 processed  
**produced**  
 programmed  
**promoted**  
**proposed**  
 protected  
 provided  
 publicized  
**published**  
 purchased  
  
**qualified**  
 questioned

## R

**raised**  
 rated  
**realized**  
 reasoned  
**recommended**  
**reconciled**  
 recorded  
**recruited**  
 redesigned  
**reduced**  
 referred  
**refined**  
 regulated  
 reinforced  
 related  
 rendered  
**reorganized**  
**repaired**  
**reported**  
 represented  
 reproduced  
 researched  
**resolved**  
 responded  
**restored**  
 restricted  
 retained  
 retrieved  
**revamped**  
 reviewed  
**revised**  
 rewrote  
 routed

## S

scheduled  
 searched  
**selected**  
 served  
 serviced  
**settled**  
**set up**  
**shaped**  
 shared  
 shipped  
 showed

**simplified**

**sold**  
**solved**  
 sorted  
 sought  
**specified**  
 spoke  
 solicited  
 staffed  
**staged**  
**standardized**  
**started**  
**stimulated**  
**streamlined**  
**strengthened**  
 structured  
 studied  
**succeeded**  
 suggested  
 summarized  
**supervised**  
 supplied  
 supported  
**surveyed**  
**synthesized**  
**systematized**

## T

tabulated  
**tailored**  
**targeted**  
**taught**  
 tended  
**tested**  
 totaled  
**tracked**  
 trained  
 transferred  
**translated**  
 transported  
 treated  
 tutored  
 typed

## U - W

uncovered

undertook  
**unified**  
**updated**  
 upgraded  
 used  
 utilized

**validated**  
**valuated**  
 verbalized  
**verified**  
 visualized

weighed  
**withstood**  
**won**  
 worked  
**wrote**