

Career Center

220 Hendricks Hall • (541) 346-3235 • career.uoregon.edu

Action Verbs: 11 Skill Families

Achievement

Accelerated
Accomplished
Achieved
Acquired
Advanced
Assured
Attained
Augmented
Bolstered
Completed
Contributed
Doubled
Edited
Effectuated
Eliminated
Encouraged
Enhanced
Established
Exceeded
Expanded
Facilitated
Formulated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Initiated
Inspired
Launched
Mastered
Maximized
Motivate
Obtained
Overcame
Pioneered
Promoted
Proved
Provided
Reduced
Re-established
Resolved
Restored
Stimulated
Strengthened
Succeeded
Transformed
Upgraded
Validated

Analysis/Problem Solving

Abstracted
Adjusted
Administered
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Briefed
Budgeted

Calculated
Clarified
Compared
Compiled
Computed
Conserved
Corrected
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Estimated
Evaluated
Examined
Extracted
Forecasted
Formulated
Identified
Influenced
Interviewed
Investigated
Judged
Made (decisions)
Maintained
Mapped
Measured
Mediated
Moderated
Monitored
Negotiated
Netted
Observed
Organized
Perceived
Persuaded
Planned
Prepared
Projected
Promoted
Purchased
Qualified
Ranked
Read
Reasoned
Reconciled
Recorded
Recruited
Reduced
Related
Researched
Retrieved
Reviewed
Scanned
Screened
Solved
Specified
Studied
Summarized
Surveyed
Synthesized
Systemized
Tabulated
Translated

Validated
Verified
Visualized

Communication/ Interpersonal Skills

Addressed
Advertised
Answered
Arbitrated
Arranged
Articulated
Authored
Briefed
Collaborated
Communicated
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Counseled
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Encouraged
Explained
Expressed
Facilitated
Formulated
Influenced
Interpreted
Interviewed
Involved
Joined
Lectured
Listened
Mediated
Moderated
Narrated
Negotiated
Prepared
Presented
Publicized
Recorded
Renegotiated
Responded
Reunited
Spoke
Translated
Wrote

Creation and Development

Acted
Adapted
Authored
Began
Bolstered

Built
Charged
Clarified
Combined
Composed
Conceived
Conceptualized
Condensed
Corrected
Created
Customized
Decided
Designed
Developed
Devised
Directed
Discovered
Displayed
Drafted
Drew
Eliminated
Entertained
Established
Expanded
Expedited
Fashioned
Formulated
Founded
Illustrated
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Marketed
Modeled
Modified
Originated
Perceived
Performed
Photographed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Refined
Restored
Revamped
Revised
Set
Shaped
Simplified
Solved
Streamlined
Styled
Substituted
Visualized

Negotiation

Advised
Advocated

Arbitrated
Bargained
Collaborated
Compromised
Convinced
Expedited
Facilitated
Lobbied
Mediated
Merged
Motivated
Negotiated
Persuaded
Promoted
Reconciled
Solved

Operations

Adapted
Adjusted
Bolstered
Clarified
Corrected
Eliminated
Engineered
Expedited
Fabricated
Facilitated
Fixed
Implemented
Installed
Operated
Overhauled
Performed
Prepared
Prioritized
Produced
Programmed
Promoted
Ran
Reduced
Remodeled
Repaired
Serviced
Set
Transported
Upheld
Used
Utilized

Organization

Accumulated
Approved
Arranged
Assembled
Built
Catalogued
Categorized
Charted
Clarified
Classified
Coded
Collected
Compiled
Coordinated
Corrected

Correlated
Corresponded
Detailed
Developed
Distributed
Executed
Facilitated
Filed
Gathered
Generated
Graphed
Identified
Incorporated
Inspected
Located
Logged
Maintained (records)
Mapped
Met (deadlines)
Methodized
Monitored

Organization (continued)

Obtained
Operated
Ordered
Organized
Planned
Prepared
Prioritized
Processed
Programmed
Provided
Purchased
Recorded
Registered
Reorganized
Reproduced
Reserved
Responded
Retrieved
Revamped
Reviewed
Revised
Routed
Scheduled
Screened
Set
Simplified
Solved
Standardized
Structured
Submitted
Supplied
Synthesized
Systemized
Updated
Validated
Verified

Persuasion

Advertised
Aided
Auctioned
Bolstered
Clarified
Collaborated
Consulted
Discussed
Enlisted
Explained
Expressed
Facilitated
Guided
Helped

Improved
Led
Maintained
Mediated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Purchased
Raised
Recommended
Recruited
Reinforced
Sold
Solicited

Service/Assistance

Advised
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Attended
Bolstered
Cared
Catered
Clarified
Coached
Collaborated
Consulted
Contributed
Cooperated
Counseled
Delivered
Demonstrated
Educated
Encouraged
Enlisted
Ensured
Entertained
Expedited
Facilitated
Fostered
Furnished
Furthered
Guided
Helped
Intervened
Listened
Maintained
Participated
Prepared
Procured
Provided
Referred
Rehabilitated
Represented
Resolved
Satisfied
Served
Strengthened
Supplied
Supported
Sustained
Volunteered

Teaching and Counseling

Adapted
Advised
Advocated
Aided
Assessed

Assisted
Bolstered
Briefed
Cared
Charged
Clarified
Coached
Comforted
Communicated
Conducted
Consulted
Coordinated
Counseled
Critiqued
Demonstrated
Developed
Diagnosed
Educated
Empathized
Enabled
Encouraged
Evaluated
Expedited
Explained
Facilitated
Familiarized
Focused
Guided
Helped
Implemented
Improved
Influenced
Informed
Inspired
Instilled
Instructed
Interpreted
Investigated
Lectured
Monitored
Motivated
Observed
Perceived
Persuaded
Presented
Referred
Rehabilitated
Represented
Restored
Saved
Shared
Simulated
Solved
Spoke
Stimulated
Strengthened
Substituted
Supported
Sustained
Taught
Tested
Trained
Transmitted
Tutored
Validated

Supervision, Management and Leadership

Administered
Allocated
Approved
Arranged
Assigned
Attained
Authorized

Bolstered
Chaired
Coached
Conducted
Consolidated
Contracted
Coordinated
Decided
Delegated
Developed
Directed
Dismissed
Dispatched
Distributed
Educated
Encouraged
Enforced
Enhanced
Established
Evaluated
Executed
Exercised
Expedited
Facilitated
Followed (through)
Founded
Generated
Governed
Guided
Headed
Hired
Implemented
Improved
Incorporated
Increased
Initiated
Inspired
Instituted
Instructed
Integrated
Led
Maintained
Managed
Marketed
Monitored
Motivated
Operated
Organized
Originated
Overhauled
Oversaw
Planned
Prepared
Presided
Prioritized
Produced
Recommended
Regulated
Reinforced
Reorganized
Responded
Restored
Retained
Reviewed
Scheduled
Secured
Selected
Set
Streamlined
Strengthened
Supervised
Taught
Trained