

CAREER SERVICES ACTION VERBS BY CATEGORY

Communicative

Address	Arbitrate	Arrange	Author	Brief	Communicate
Compose	Confront	Contact	Convince	Correspond	Describe
Develop	Direct	Document	Draft	Edit	Enlist
Express	Follow-up	Formulate	Influence	Inform	Interpret
Interview	Lecture	Market	Mediate	Meet	Moderate
Motivate	Negotiate	Network	Persuade	Present	Promote
Publicize	Publish	Question	Read	Reconcile	Recruit
Refer	Report	Rewrite	Speak	Suggest	Summarize
Talk	Translate	Write			

Creative

Act	Broaden	Compose	Conceive	Conceptualize	Conduct
Create	Design	Develop	Direct	Discover	Draft
Dramatize	Draw up	Entertain	Establish	Execute	Explore
Fashion	Forge	Found	Illustrate	Imagine	Improvise
Institute	Integrate	Introduce	Invent	Market	Modernize
Originate	Perform	Pilot	Pioneer	Plan	Redesign
Rehearse	Remodel	Renovate	Replace	Revitalize	Shape
Sketch	Spearhead	Start	Stimulate	Strategize	Transform

Financial

Account	For	Adjust	Administer	Allocate	Analyze
Appraise	Audit	Balance	Buy	Budget	Calculate
Compute	Control	Develop	Estimate	Finance	Forecast
Manage	Market	Monitor	Plan	Procure	Project
Purchase	Reconcile	Research	Transfer		

Helping

Advise	Advocate	Aid	Anticipate	Assess	Assist
Care for	Clarify	Coach	Counsel	Demonstrate	Diagnose
Educate	Enable	Encourage	Enlist	Ensure	Evaluate
Expedite	Facilitate	Familiarize	Forecast	Foster	Guide
Handle	Harmonize	Moderate	Observe	Orient	Predict
Prescribe	Protect	Provide	Reconcile	Rectify	Refer
Rehabilitate	Represent	Serve	Support	Utilize	Volunteer

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Management

Administer	Account for	Analyze	Appoint	Approve	Assign
Assume	Attain	Chair	Choose	Contract	Consolidate
Consult	Decide	Delegate	Determine	Develop	Devote
Direct	Dispatch	Dispense	Employ	Evaluate	Execute
Formulate	Handle	Head	Hire	Leverage	Manage
Maintain	Orchestrate	Order	Organize	Oversee	Plan
Perfect	Preserve	Prioritize	Produce	Propose	Protect
Realize	Recommend	Recruit	Regulate	Review	Revitalize
Reward	Save	Set goals	Schedule	Supervise	Terminate
Unify	Withdraw				

Organizational

Approve	Arrange	Catalogue	Classify	Collaborate	Collect
Compile	Conserve	Consolidate	Cut	Diagram	Dispatch
Distribute	Enlist	Execute	Expedite	Extract	Generate
Identify	Implement	Inspect	Integrate	Interface with	Join
List	Log	Monitor	Operate	Organize	Pinpoint
Prepare	Prioritize	Process	Record	Reshape	Reorganize
Retrieve	Revamp	Revise	Schedule	Screen	Set up
Shape	Specialize	Specify	Streamline	Stretch	Substitute
Systematize	Tabulate	Target	Update	Validate	

Research

Acquire	Amplify	Analyze	Calculate	Chart	Clarify
Collect	Compare	Conduct	Critique	Diagnose	Design
Determine	Disprove	Evaluate	Examine	Extract	Formulate
Identify	Inspect	Interpret	Interview	Investigate	Locate
Modify	Organize	Process	Review	Research	Study
Summarize	Survey	Systematize	Test	Trouble-shoot	

Results

Achieve	Accelerate	Accomplish	Add	Advance	Attain
Augment	Award	Complete	Compound	Contribute	Decrease
Double	Effect	Eliminate	Enlarge	Establish	Exceed
Excel	Expand	Extend	Fortify	Improve	Increase
Initiate	Introduce	Launch	Lower costs	Map maximize	Measure
Obtain	Pioneer	Prove	Reduce	Re-establish	Resolve
Restore	Selected as	Stabilize	Standardize	Succeed	Transform
Trim	Triple	Validate	Widen	Won	

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Teaching

Accept	Adapt	Advise	Actively	Analyze	Apply
Appraise	Assess	Assign	Attend	Calm	Categorize
Challenge	Choose	Clarify	Coach	Command	Communicate
Compliment	Consider	Cooperate	Coordinate	Correct	Define
Demonstrate	Designate	Develop	Direct	Discipline	Doubt
Educate	Elaborate	Elicit	Emphasize	Enable	Encourage
Evaluate	Excite	Explain	Explore	Facilitate	Focus
Generate	Guide	Hypothesize	Identify	Implement	Incorporate
Indicate	Infer	Inform	Initiate	Inquire	Instruct
Interact	Integrate	Investigate	Judge	Listen	Model
Modify	Motivate	Observe	Organize	Persuade	Ponder
Postulate	Praise	Provoke	Question	Reinforce	Rephrase
Reward	Set goals	Set standards	Simplify	Solicit	Speculate
State	Stimulate	Structure	Synthesize	systematize	Teach
Tell	Thank	Theorize	Train	Tutor	

Technical

Activate	Assemble	Begin	Build	Calculate	Compute
Construct	Contrive	Convert	Deliver	Design	Detect
Devise	Display	Engineer	Exhibit	Fabricate	Install
Maintain	Navigate	Operate	Overhaul	Participate	Program
Rehabilitate	Remodel	Repair	Resolve	Retrieve	Screen
Sell	Service	Solve	Supply	Train	Upgrade