

Hanover College Business Scholars Program

How to Use Action Verbs

Communication Skills	Helping Skills	Stimulated	Identified
Addressed	Assessed	Supported	Inspected
Arbitrated	Assisted	Taught	Interpreted
Arrange	Clarified	Trained	Investigated
Adhered	Coach	Verified	Reviewed
Collaborated	Counseled		Summarized
Corresponded	Demonstrated	Management Skills	Surveyed
Developed	Diagnosed	Administered	Systematized
Directed	Educated	Analyzed	
Drafted	Familiarized	Assigned	Technical Skill
Edited	Guided	Chaired	Assembled
Enlisted	Inspired	Consolidated	Built
Formulated	Led	Contracted	Calculated
Influenced	Motivated	Coordinated	Computed
Lectured	Participated	Delegated	Designed
Mediated	Provided	Developed	Devised
Moderated	Referred	Directed	Engineered
Negotiated	Rehabilitated	Evaluated	Fabricated
Persuaded	Represented	Led	Maintained
Promoted	Reinforced	Organized	Operated
Probated	Supported	Oversaw	Pinpointed
Publicized	Taught	Planned	Programmed
Reconciled	Trained	Prioritized	Repaired
Recruited	Verified	Produced	Solved
Spoke		Recommended	
Translated	Teaching Skills	Reorganized	Detail Skill
Wrote	Adapt	Revamped	Approved
	Advised	Reviewed	Arranged
Creative Skills	Clarified	Scheduled	Catalogued
Conceptualized	Coached	Supervised	Classified
Created	Communicated		Collected
Customized	Conducted	Financial Skills	Compiled
Designed	Coordinated	Administered	Dispatched
Directed	Counseled	Allocated	Executed
Established	Demonstrated	Analyzed	Filed
Fashioned	Diagnosed	Appraised	Generated
Illustrated	Educated	Audited	Implemented
Instituted	Enabled	Balanced	Inspected
Integrated	Encouraged	Budgeted	Monitored
Performed	Evaluated	Calculated	Operated
Planned	Explained	Computed	Ordered
Proved	Facilitated	Developed	Organized
Revised	Familiarized	Forecasted	Purchased
Revitalized	Guided	Managed	Prepared
Set Up	Informed	Marketed	Processed
Shaped	Inspired	Planned	Recorded
Simplified	Lectured	Projected	Retrieved
Strategized	Led	Researched	Screened
Streamlined	Motivated		Simplified
Structured	Persuaded	Research Skills	Specified
	Presented	Clarified	Systematized
	Provided	Collected	Tabulated
	Referred	Critiqued	Validated
	Rehabilitated	Discovered	
	Represented	Evaluated	
	Reinforced	Examined	
	Set Goals	Extracted	