**Active Verb List**

*\*Adapted from UCLA’s Career Preparation Handbook, 2016-2018*

**Communication & Teamwork Verbs**

• Addressed

• Advertised

• Arbitrated

• Arranged

• Articulated

• Authored

• Clarified

• Collaborated

• Communicated

• Composed

• Condensed

• Conferred

• Consulted

• Contacted

• Conveyed

• Convinced

• Corresponded

• Debated

• Defined

• Developed

• Directed

• Discussed

• Drafted

• Edited

• Elicited

• Enlisted

• Explained

• Expressed

• Formulated

• Furnished

• Incorporated

• Influenced

• Interacted

• Interpreted

• Judged

• Listened

• Marketed

• Mediated

• Moderated

• Negotiated

• Observed

• Outlined

• Participated

• Persuaded

• Presented

• Promoted

• Proposed

• Publicized

• Reconciled

• Recruited

• Reinforced

• Reported

• Resolved

• Responded

• Solicited

• Suggested

• Summarized

• Synthesized

• Translated

• Wrote

**Creative Skills**

• Acted

• Adapted

• Began

• Combined

• Composed

• Conceptualized

• Condensed

• Created

• Customized

• Designed

• Developed

• Directed

• Displayed

• Drew

• Established

• Fashioned

• Formulated

• Founded

• Illustrated

• Initiated

• Instituted

• Integrated

• Invented

• Modeled

• Modified

• Originated

• Performed

• Photographed

• Planned

• Revised

• Revitalized

• Shaped

• Solved

**Data and Analysis**

• Administered

• Adjusted

• Allocated

• Analyzed

• Appraised

• Assessed

• Audited

• Balanced

• Budgeted

• Calculated

• Computed

• Conserved

• Corrected

• Determined

• Developed

• Estimated

• Forecasted

• Managed

• Marketed

• Measured

• Netted

• Planned

• Prepared

• Programmed

• Projected

• Qualified

• Reconciled

• Reduced

• Researched

• Retrieved

**Helping Skills**

• Adapted

• Advocated

• Aided

• Answered

• Arranged

• Assessed

• Assisted

• Clarified

• Coached

• Collaborated

• Contributed

• Cooperated

• Counseled

• Demonstrated

• Diagnosed

• Educated

• Encouraged

• Ensured

• Expedited

• Facilitated

• Familiarized

• Furthered

• Guided

• Helped

• Intervened

• Motivated

• Prevented

• Provided

• Rehabilitated

• Represented

• Resolved

• Simplified

• Supplied

• Supported

**Management/Leadership Skills**

• Administered

• Analyzed

• Appointed

• Approved

• Assigned

• Attained

• Authorized

• Chaired

• Considered

• Consolidated

• Contracted

• Controlled

• Converted

• Coordinated

• Decided

• Delegated

• Developed

• Emphasized

• Enforced

• Enhanced

• Established

•Executed

• Generated

• Handled

• Hosted

• Improved

• Incorporated

• Increased

• Initiated

• Inspected

• Instituted

• Led

• Managed

• Merged

• Motivated

• Navigated

• Organized

• Originated

• Oversaw

• Planned

• Prioritized

• Produced

• Reorganized

• Replaced

• Restored

• Reviewed

• Scheduled

• Secured

• Selected

• Streamlined

• Strengthened

• Supervised

**Organizational Skills**

• Approved

• Arranged

• Catalogued

• Categorized

• Charted

• Classified

• Coded

• Collected

• Compiled

• Corrected

• Corresponded

• Distributed

• Executed

• Filed

• Generated

• Incorporated

• Inspected

• Logged

• Maintained

• Monitored

• Obtained

• Operated

• Ordered

• Organized

• Prepared

• Processed

• Provided

• Purchased

• Recorded

• Registered

• Reserved

• Responded

• Reviewed

• Routed

• Scheduled

• Screened

• Submitted

• Supplied

• Standardized

• Systematized

• Updated

• Validated

• Verified

**Research Skills**

• Analyzed

• Clarified

• Collected

• Compared

• Conducted

• Critiqued

• Detected

• Determined

• Diagnosed

• Evaluated

• Examined

• Experimented

• Extracted

• Formulated

• Gathered

• Inspected

• Interviewed

• Invented

• Investigated

• Located

• Measured

• Organized

• Researched

• Reviewed

• Searched

• Solved

• Summarized

• Surveyed

• Systematized

• Tested

**Instructional**

• Adapted

• Advised

• Coached

• Communicated

• Conducted

• Coordinated

• Critiqued

• Developed

• Enabled

• Encouraged

• Evaluated

• Explained

• Facilitated

• Focused

• Guided

• Individualized

• Informed

• Instilled

• Instructed

• Motivated

• Persuaded

• Simulated

• Stimulated

• Taught

• Tested

• Trained

• Transmitted

• Tutored