**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