**Active Verb List**  
*Adapted from UCLA’s Career Preparation Handbook, 2016-2018*

<table>
<thead>
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<th>Communication &amp; Teamwork Verbs</th>
<th>Data and Analysis</th>
<th>Creative Skills</th>
<th>Helping Skills</th>
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- Modified
- Originated
- Performed
- Photographed
- Planned
- Revised
- Revitalized
- Shaped
- Solved
- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
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- Prepared
- Programmed
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- Reconciled
- Reduced
- Researched
- Retrieved

- Adapted
• Advocated
• Aided
• Answered
• Arranged
• Assessed
• Assisted
• Clarified
• Coached
• Collaborated
• Contributed
• Cooperated
• Counselled
• 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
• 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
• Routted
• 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