

## 4-H CAREER EDUCATION HANDOUT

# Action Verbs

**Use active language to describe your work experiences and skills! The following list is organized by skill area. Use it as you select words to describe what you have done. Remember to choose a variety of words using present tense verbs for current jobs and activities and past tense for former jobs and activities.**

*Adapted from Michigan State University Career Services and Placement 2005-2006 Career Passport. Updated 2012.*

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### Analytical

analyzed  
ascertained  
assessed  
compared  
computed  
conceptualized  
concluded  
confirmed  
critiqued  
deciphered  
deliberated  
determined  
devised  
diagnosed  
estimated  
evaluated  
examined  
forecasted  
formulated  
integrated  
investigated  
justified  
measured  
negotiated  
prescribed  
prioritized  
projected  
questioned  
rated  
recommended  
researched  
scrutinized  
studied  
substantiated  
synthesized  
validated  
verified

### Communication

addressed  
apprised  
arbitrated  
attested  
authored  
clarified

communicated  
composed  
convinced  
corresponded  
drafted  
edited  
explained  
informed  
interpreted  
lectured  
marketed  
persuaded  
presented  
promoted  
publicized  
queried  
reported  
spoke  
summarized  
translated  
wrote

### Creativity

brainstormed  
constructed  
designed  
engineered  
envisioned  
fabricated  
illustrated  
produced  
shaped  
visualized

### Flexibility

accommodated  
adapted  
adjusted  
altered  
amended  
balanced  
converted  
grew  
improvised  
tailored

### Initiative

accelerated  
accomplished  
achieved  
acquired  
advanced  
bolstered  
boosted  
built  
coordinated  
created  
dedicated  
demonstrated  
enriched  
established  
expanded  
expedited  
implemented  
improved  
increased  
initiated  
innovated  
inspired  
introduced  
launched  
minimized  
mobilized  
modernized  
modified  
multiplied  
overhauled  
pioneered  
revamped  
revised  
spearheaded  
stimulated  
suggested  
updated  
upgraded

### Leadership

administered  
advised  
allocated  
allowed  
appointed

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## ACTION VERBS, CONTINUED

approved  
assigned  
authorized  
chaired  
coached  
delegated  
designated  
directed  
educated  
elicited  
employed  
empowered  
enabled  
encouraged  
endorsed  
enhanced  
facilitated  
fostered  
founded  
guided  
hired  
influenced  
instructed  
interviewed  
judged  
led  
moderated  
monitored  
motivated  
officiated  
recruited  
sanctioned  
supervised  
trained

### Organization

arranged  
assembled  
budgeted  
calculated  
catalogued  
centralized  
charted  
classified  
collected  
compiled  
consolidated  
correlated

indexed  
linked  
orchestrated  
organized  
oriented  
planned  
processed  
purchased  
recorded  
regulated  
scheduled  
systematized  
tabulated

### Teamwork

assisted  
collaborated  
contributed  
cooperated  
mediated  
participated  
partnered

### Problem Solving

aided  
alleviated  
ameliorated  
augmented  
counseled  
customized  
debugged  
eased  
elevated  
enlarged  
extended  
extracted  
finalized  
fulfilled  
generated  
identified  
interceded  
invented  
lightened  
polished  
procured  
reconciled  
rectified  
reduced

refined  
reformed  
rehabilitated  
reinforced  
rejuvenated  
relieved  
remedied  
remodeled  
repaired  
restored  
retrieved  
revitalized  
revived  
settled  
solicited  
solved  
streamlined  
strengthened  
supplemented  
transformed

### ...and more

acted  
activated  
added  
admitted  
apportioned  
appraised  
approximated  
attained  
audited  
certified  
commissioned  
committed  
consented  
contracted  
competent  
dispersed  
dispatched  
displayed  
enlisted  
excelled  
executed  
exercised  
familiarized  
figured  
guaranteed  
headed up

indicated  
instituted  
involved  
issued  
knowledge of  
licensed  
maintained  
met with  
operated  
performed  
prepared  
proficient  
programmed  
realized  
related  
reserved  
responsible for  
reviewed  
satisfied  
screened  
secured  
served  
served as  
served on  
set  
skilled  
smoothed  
sought  
specified  
submitted  
surveyed  
sustained  
traced  
transacted  
transmitted  
valued