

Verbs For Business Application Skills

Clerical

approved	collected	executed	obtained	recorded	specified
arranged	communicated	filed	operated	registered	standardized
assisted	compiled	gathered	ordered	retrieved	systematized
catalogued	completed	generated	organized	reviewed	tabulated
categorized	corrected	implemented	prepared	routed	trained
charted	dispatched	incorporated	processed	scheduled	transcribed
classified	distributed	inspected	proofread	screened	updated
coded	documented	monitored	purchased	sorted	validated

Creativity

acted	constructed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	

Helping

adapted	assisted	demonstrated	familiarized	mentored	represented
advised	clarified	diagnosed	furthered	motivated	resolved
advocated	coached	educated	guided	prevented	simplified
aided	collaborated	encouraged	helped	provided	supplied
answered	contributed	ensured	insured	referred	supported
arranged	cooperated	expedited	intervened	rehabilitated	volunteered
assessed	counseled	facilitated	listened		

Teaching

adapted	coordinated	enabled	focused	instructed	taught
advised	created	encouraged	guided	motivated	tested
clarified	critiqued	evaluated	individualized	persuaded	trained
coached	developed	explained	informed	simulated	transmitted
communicated	educated	facilitated	instilled	stimulated	tutored
conducted					

Analytical & Financial

administered	assessed	computed	estimated	netted	reconciled
adjusted	audited	conserved	forecasted	planned	reduced
allocated	balanced	corrected	managed	prepared	researched
analyzed	budgeted	determined	marketed	programmed	retrieved
appraised	calculated	developed	measured	qualified	

Critical Thinking

analyzed	coded	conducted	discovered	formulated	observed
appraised	compared	designed	examined	identified	recommended
assessed	compiled	developed	explored	inquired	researched
calculated	computed	devised	focused	interpreted	segmented
categorized	conceived	diagnosed	forecasted	investigated	solved
charted					

Leadership

administered	contracted	enforced	incorporated	organized	replaced
analyzed	controlled	enhanced	increased	originated	restored
appointed	converted	established	initiated	overhauled	reviewed
approved	coordinated	executed	inspected	oversaw	scheduled
assigned	decided	generated	instituted	planned	secured

attained authorized chaired charged considered consolidated	delegated developed directed eliminated emphasized	handled headed hired hosted improved	led managed merged motivated navigated	presided prioritized produced recommended reorganized	selected streamlined strengthened supervised terminated
Technical					
adapted analyzed applied appraised assembled built calculated clarified collected compared compiled completed	computed conducted conserved constructed converted critiqued debugged designed detected determined developed devised	diagnosed engineered evaluated examined experimented explored extracted fabricated formulated functioned as gathered inspected	installed interviewed invented investigated located maintained measured operated organized overhauled printed	programmed refined regulated remodeled repaired replaced researched restored reviewed searched solved	specialized standardized studied summarized surveyed systematized tested trained transported upgraded utilized
Organizational					
achieved administered analyzed appointed approved arranged assigned assisted assumed responsibility attained authorized carried out catalogued categorized chaired channeled charted classified coded	collected compiled completed consolidated contracted controlled converted coordinated corrected corresponded delegated developed directed distributed eliminated emphasized enforced enhanced established	evaluated exceeded executed expanded filed generated headed hired hosted improved incorporated increased influenced initiated inspected instituted led logged	maintained managed mentored merged monitored motivated obtained operated orchestrated ordered organized oversaw pioneered planned prepared presided prioritized processed	produced provided purchased recommended recorded reduced registered reorganized replaced reserved responded restored reviewed routed scheduled screened secured	selected standardized streamlined strengthened submitted succeeded supervised supplied surpassed systematized trained traveled updated utilized validated verified wrote
Teamwork					
accelerated accomplished achieved acquired activated adapted adjusted administered advised allocated analyzed annotated	compared competed compiled completed composed computed conceived conducted confronted consolidated constructed contacted	earned edited educated effected elicited employed encouraged endured enlisted entertained established estimated	informed initiated inquired inspected installed instilled instituted instructed insured interpreted intervened interviewed	participated perceived performed persuaded planned predicted prepared prescribed presented presided processed produced	revised rewrote routed scheduled searched selected served serviced shaped shared simplified solicited

anticipated	continued	evaluated	introduced	programmed	solved
applied	contracted	examined	invented	promoted	sought
appraised	convened	exchanged	inventoried	protected	specified
arranged	coordinated	executed	investigated	provided	stimulated
articulated	corresponded	exercised	judged	publicized	studied
assembled	counseled	exhibited	lectured	published	succeeded
assessed	created	expanded	listened	purchased	suggested
assigned	critiqued	expedited	located	questioned	summarized
attained	defined	experimented	maintained	recommended	supervised
authored	delegated	explained	managed	recorded	supported
balanced	delivered	explored	marketed	recruited	surveyed
briefed	demonstrated	facilitated	mastered	reduced	synthesized
budgeted	derived	financed	measured	regulated	systematized
calculated	designed	focused	mediated	reinforced	targeted
catalogued	detected	forecasted	modeled	rendered	taught
categorized	determined	formulated	modified	repaired	tested
chaired	developed	fostered	molded	reported	trained
changed	devised	grouped	monitored	represented	translated
channeled	diagnosed	guided	motivated	reproduced	tutored
charted	directed	identified	negotiated	researched	updated
clarified	discovered	illustrated	observed	resolved	utilized
coached	dispensed	implemented	obtained	responded	verified
coded	displayed	imposed	operated	restored	visualized
collaborated	distributed	improved	organized	retained	wrote
collected	drafted	increased	outlined	retrieved	
communicated	dramatized	influenced	oversaw	reviewed	

Communication

addressed	consulted	edited	involved	participated	resolved
advertised	contacted	elicited	joined	persuaded	responded
arbitrated	conveyed	enlisted	judged	presented	solicited
arranged	convinced	explained	lectured	promoted	specified
articulated	corresponded	expressed	listened	proposed	spoke
authored	debated	formulated	marketed	publicized	suggested
clarified	defined	furnished	mediated	reconciled	summarized
collaborated	described	incorporated	moderated	recruited	synthesized
communicated	developed	influenced	motivated	referred	translated
composed	directed	interacted	negotiated	reinforced	traveled
condensed	discussed	interpreted	observed	reported	wrote
conferred	drafted	interviewed	outlined		