



# CAREER DEVELOPMENT CENTRE

ASPER SCHOOL OF BUSINESS, UNIVERSITY OF MANITOBA

## ACTION VERBS

|                |                |              |               |              |              |               |              |
|----------------|----------------|--------------|---------------|--------------|--------------|---------------|--------------|
| accomplished   | consolidated   | earned       | gained        | joined       | packaged     | reconciled    | sought       |
| accounted for  | consulted      | edited       | gathered      | judged       | paid         | recorded      | sparked      |
| achieved       | contacted      | educated     | gauged        | justified    | painted      | recreated     | spearheaded  |
| acquired       | continued      | effected     | gave          | keep         | participated | recruited     | specified    |
| acted          | contributed    | elected      | generated     | informed     | patterned    | rectified     | spoke        |
| activated      | controlled     | electrified  | governed      | kept         | perceived    | reduced       | staged       |
| adapted        | converted      | elicited     | graded        | labeled      | perfected    | referred      | started      |
| addressed      | convinced      | eliminated   | graduated     | laboured     | performed    | refined       | stated       |
| adjusted       | coordinated    | employed     | granted       | launched     | persisted    | regulated     | stimulated   |
| administered   | corrected      | encoded      | grasped       | lead         | persuaded    | rehabilitated | stopped      |
| adopted        | correlated     | encompassed  | greeted       | learned      | photographed | related       | straightened |
| advertised     | corresponded   | encouraged   | grossed       | lectured     | piloted      | relayed       | streamlined  |
| advised        | costed         | enforced     | guarded       | led          | pioneered    | released      | strengthened |
| aided          | counted        | engaged      | guided        | licensed     | placed       | reelected     | stripped     |
| analyzed       | covered        | engineered   | handled       | limited      | planned      | removed       | studied      |
| anticipated    | created        | enjoyed      | headed        | listened     | played       | rendered      | submitted    |
| applied        | critiqued      | enlarged     | helped        | lobbied      | pointed out  | renewed       | suggested    |
| appointed      | customized     | enlisted     | highlighted   | localized    | positioned   | reorganized   | summarized   |
| appraised      | dealt with     | ensured      | hired         | located      | postulated   | repaired      | supervised   |
| arranged       | decided        | entered      | housed        | looked       | practiced    | replaced      | supplied     |
| ascertained    | decreased      | entertained  | hunted        | made         | precipitated | reported      | supported    |
| assembled      | dedicated      | enumerated   | hypothesized  | mailed       | predicted    | represented   | surveyed     |
| assessed       | deduced        | enunciated   | identified    | maintained   | prepared     | researched    | synthesized  |
| assisted       | defended       | equalized    | illustrated   | managed      | prescribed   | resolved      | systematized |
| attended       | deferred       | equipped     | imagined      | manipulated  | presented    | responded     | tabulated    |
| audited        | defined        | established  | imparted      | manufactured | preserved    | restored      | tailored     |
| authorized     | delegated      | estimated    | implemented   | mapped       | presided     | retained      | talked       |
| awarded        | delineated     | evaluated    | imported      | marked       | prevented    | retraced      | taught       |
| began          | delivered      | examined     | impressed     | marketed     | priced       | retrieved     | tended       |
| bought         | demonstrated   | excelled     | improved      | mashed       | printed      | returned      | tested       |
| briefed        | depicted       | exchanged    | improvised    | mastered     | proceeded    | revealed      | theorized    |
| brought        | described      | executed     | included      | matched      | processed    | reviewed      | timed        |
| budgeted       | designated     | exhibited    | incorporated  | maximized    | produced     | revised       | took over    |
| calculated     | designed       | expanded     | increased     | measured     | profited     | rewrote       | toured       |
| catalogued     | detailed       | expedited    | indexed       | mechanized   | programmed   | said          | traced       |
| caused         | detected       | experimented | indicated     | mediated     | projected    | sampled       | tracked      |
| chaired        | determined     | explained    | indoctrinated | mentored     | promoted     | saved         | trained      |
| changed        | developed      | explored     | influenced    | met          | proposed     | saw           | transcribed  |
| charted        | devised        | exposed      | informed      | minimized    | protected    | scheduled     | transferred  |
| checked        | diagnosed      | expressed    | initiated     | mobilized    | proved       | screened      | transformed  |
| classified     | did            | extracted    | innovated     | modeled      | provided     | scripted      | translated   |
| closed         | differentiated | extrapolated | inquired      | modified     | provisioned  | scrutinized   | transmitted  |
| co-ordinated   | diminished     | fabricated   | inserted      | monitored    | publicized   | searched      | transported  |
| coached        | directed       | facilitated  | inspected     | motivated    | published    | secured       | transposed   |
| collected      | discerned      | familiarized | inspired      | moved        | purchased    | selected      | travelled    |
| combined       | discharged     | fashioned    | installed     | navigated    | qualified    | sensed        | treated      |
| commenced      | discovered     | figured      | instituted    | negotiated   | quantified   | sent          | tutored      |
| communicated   | discussed      | filed        | instructed    | netted       | questioned   | served        | typed        |
| compared       | dispatched     | filled       | instrumented  | noticed      | quickened    | set           | uncovered    |
| compiled       | dispensed      | filtered     | insured       | notified     | quoted       | set up        | unified      |
| completed      | displayed      | finalized    | integrated    | nursed       | raised       | settled       | updated      |
| composed       | disproved      | financed     | interfaced    | nurtured     | ran          | sewed         | upgraded     |
| computed       | dissected      | fine-tuned   | interpolated  | observed     | ranked       | shaped        | used         |
| conceived      | disseminated   | fit          | interpreted   | obtained     | rated        | shipped       | utilized     |
| concentrated   | distilled      | fixed        | interviewed   | officiated   | reacted      | showed        | validated    |
| conceptualized | distinguished  | focused      | introduced    | opened       | read         | sifted        | valued       |
| conciliated    | distributed    | followed     | introduced    | operated     | realized     | simplified    | verified     |
| concluded      | diverted       | forecast     | invented      | orchestrated | reasoned     | sketched      | visited      |
| condensed      | divided        | foresaw      | inventoried   | ordered      | recalled     | smoothed      | vitalized    |
| conducted      | documented     | formed       | investigated  | organized    | received     | sold          | worked       |
| conferred      | drafted        | formulated   | isolated      | orientated   |              | solicited     | wrote        |
| confirmed      | dramatized     | forwarded    |               | originated   |              | solved        |              |
| confronted     | drew           |              |               | oversaw      |              | sorted        |              |
| connected      | drove          |              |               |              |              |               |              |
| conserved      |                |              |               |              |              |               |              |
| considered     |                |              |               |              |              |               |              |