Action Word List

Examples of Action Words That Describe Your Functional Skills

Abstracted  Cared  Decided  Expanded  Inspected  Monitored  Purchased  Strategized
Achieved   Charged  Defined  Expedited  Instituted  Negotiated  Questioned  Stream lined
Acquired    Charactered  Delegated  Experimented  Integrated  Negotiated  Questioned  Strengthened
Acted       Checked  Delivered  Explained  Interpreted  Observerd  Raised  Studied
Adapted     Clarified  Designed  Explored  Interviewed  Obtained  Ran  Substantialned
Addressed   Classified  Detected  Directed  Introduced  Offered  Ranzed  Substantiated
Administered  Coached  Determined  Extracted  Invented  Operated  Rationalized  Succeeded
Advertised  Collaborated  Developed  Facilitated  Inventoried  Ordered  Read  Summarized
Advised     Collected  Devised  Fashioned  Investigated  Organized  Reasoned  Synthesized
Advocated   Comforted  Diagnosed  Financed  Judged  Originated  Recorded  Supervised
Aided       Communicated  Directed  Fixed  Kept  Overcame  Received  Supported
Allocated    Compared  Discovered  Formulated  Launched  Oversaw  Reduced  Surveyed
Analyzed    Completed  Discriminated  Fostered  Learned  Participated  Refereed  Sustained
Answered    Compiled  Dispatched  Founded  Lectured  Perceived  Related  Symbolized
Anticipated  Composed  Displayed  Gained  Led  Perfected  Relied  Tabulated
Applied     Computed  Dissected  Gathered  Lifted  Performed  Reported  Talked
Appraised   Conceived  Documented  Gave  Listened  Persuaded  Researched  Taught
Approved    Conducted  Drafted  Guided  Located  Planned  Responded  Theorized
Arranged     Conserved  Drove  Handled  Logged  Practiced  Restorerd  Trained
Ascertained  Consulted  Edited  Healed  Made  Predicted  Revamped  Translated
Assembled   Contracted  Eliminated  Helped  Maintained  Prepared  Reviewed  Upgraded
Assessed    Contributed  Empathized  Identified  Managed  Presented  Scanned  Utilized
Assisted    Converted  Enabled  Illustrated  Manipulated  Prioritized  Scheduled  Validated
Attained    Cooperated  Enforced  Imagined  Mapped  Produced  Sreened  Verified
Audited     Coordinated  Enlightened  Implemented  Mastered  Programmed  Screened  Visualized
Augmented   Copied  Enlisted  Improved  Maximized  Projected  Set goals  Won
Authored    Correlated  Ensured  Improvised  Mediated  Promoted  Shaped  Wrote
Bolstered   Counseled  Established  Inaugurated  Memorized  Proposed  Skilled
Briefed     Created  Estimated  Increased  Mentored  Protected  Solicited
Brought     Critiqued  Evaluated  Indexed  Met  Proved  Solved
Budgeted    Cultivated  Examined  Indicated  Minimized  Provided  Specialized
Built       Dealt  Exceeded  Influenced  Modeled  Publicized  Spoke
Calculated  Debated  Exelled  Initiated  Modified  Published  Stimulated

Examples of Adaptive Skill Words That Describe Your Personal Traits

Active    Committed    Diligent    Enthusiastic    Independent    Objective    Productive    Sensitive
Adaptable  Competent  Diplomatic  Exceptional  Innovative  Open minded  Receptive  Sharp
Adaptive   Conscientious  Disciplined  Experienced  Instrumental  Outgoing  Reliable  Sincere
Adept     Cooperative  Discreet  Fair  Keen  Personable  Resistent  Strong
Aggressive  Creative  Effective  Familiar  Logical  Pleasant  Resourceful  Successful
Analytical  Dedicated  Efficient  Firm  Loyal  Poised  Self Confident  Tactful
Assertive  Dependable  Energetic  Forceful  Mature  Positive  Self motivated  Tanacious
Broad-minded  Determined  Enterprising  Honest  Methodical  Practical  Self reliant  Well organized

Career Services
McLemore Hall, Room 125
601.266.4153
www.usm.edu/cs