

List of Action Verbs for Competency Statements

Analytical				Communication			
analyzed	deliberated	integrated	rated	addressed	composed	interpreted	queried
ascertained	determined	investigated	recommended	apprised	convinced	lectured	reported
assessed	devised	justified	researched	arbitrated	corresponded	marketed	spoke
compared	diagnosed	measured	scrutinized	attested	drafted	persuaded	summarized
computed	estimated	negotiated	studied	authored	edited	presented	translated
conceptualized	evaluated	prescribed	substantiated	clarified	explained	promoted	wrote
concluded	examined	prioritized	synthesized	communicated	informed	publicized	
confirmed	forecasted	projected	validated				
critiqued	formulated	questioned	verified	Initiative			
deciphered				accelerated	dedicated	innovated	overhauled
				accomplished	demonstrated	inspired	pioneered
Creativity				achieved	enriched	introduced	revamped
brainstormed	engineered	illustrated	shaped	acquired	established	launched	revised
constructed	envisioned	produced	visualized	advanced	expanded	minimized	spearheaded
designed	fabricated			bolstered	expedited	mobilized	stimulated
				boosted	implemented	modernized	suggested
Flexibility				built	improved	modified	updated
accommodated	altered	converted	improvised	coordinated	increased	multiplied	upgraded
adapted	amended	grew	tailored	created	initiated		
adjusted	balanced						

Leadership				Teamwork			
administered	delegated	enhanced	led	assisted	contributed	mediated	partnered
advised	designated	facilitated	moderated	collaborated	cooperated	participated	
allocated	directed	fostered	monitored				
allowed	educated	founded	motivated				
appointed	elicited	guided	officiated	Problem Solving			
approved	employed	hired	recruited	aided	extracted	rectified	restored
assigned	empowered	influenced	sanctioned	alleviated	finalized	reduced	retrieved
authorized	enabled	instructed	supervised	ameliorated	fulfilled	refined	revitalized
chaired	encouraged	interviewed	trained	augmented	generated	reformed	revived
coached	endorsed	judged		counseled	identified	rehabilitated	settled
				customized	interceded	reinforced	solicited
				debugged	invented	rejuvenated	solved
				eased	lightened	relieved	streamlined
Organization				elevated	polished	remedied	strengthened
arranged	classified	linked	purchased	enlarged	procured	remodeled	supplemented
assembled	collected	orchestrated	recorded	extended	reconciled	repaired	transformed
budgeted	compiled	organized	regulated				
calculated	consolidated	oriented	scheduled				
catalogued	correlated	planned	systematized				
centralized	indexed	processed	tabulated				
charted							

Source:

Adapted from the 2019 Professional Development Workbook for Work Study Students developed by Career Exploration & Education, University of Toronto.

List of verbs adapted from: <http://careernetwork.msu.edu/resources-tools/resumes/action-verbs.html>