# ACTION VERBS

| -A- | Accelerated  
|     | Accomplished  
|     | Achieved  
|     | Adapted  
|     | Administered  
|     | Advised  
|     | Analyzed  
|     | Arranged  
|     | Assembled  
|     | Assumed  
| -B- | Balanced  
|     | Blazed  
|     | Billed  
|     | Built  
| -C- | Carried out  
|     | Catalogued  
|     | Channeled  
|     | Chaired  
|     | Coached  
|     | Collaborated  
|     | Collected  
|     | Communicated  
|     | Compiled  
|     | Completed  
|     | Constructed  
|     | Conceived  
|     | Conducted  
|     | Consolidated  
|     | Controlled  
|     | Contracted  
|     | Coordinated  
|     | Counseled  
|     | Created  
|     | Cut  
| -D- | Delegated  
|     | Demonstrated  
|     | Designed  
|     | Determined  
|     | Developed  
|     | Directed  
|     | Dispatched  
|     | Distributed  
|     | Documented  
| -E- | Effectuated  
|     | Eliminated  
|     | Enabled  
|     | Energized  
|     | Established  
|     | Evaluated  
|     | Expanded  
|     | Expedited  
| -F- | Facilitated  
|     | Formulated  
|     | Found  
|     | Functioned as  
| -G- | Gained  
|     | Gathered  
|     | Generated  
|     | Graded  
|     | Graduated  
|     | Guided  
| -H- | Handled  
|     | Hired  
| -I- | Identified  
|     | Increased  
|     | Influenced  
|     | Implemented  
|     | Improved  
|     | Initiated  
|     | Innovated  
|     | Inspected  
|     | Installed  
|     | Instituted  
|     | Instructed  
|     | Interpreted  
|     | Interviewed  
|     | Introduced  
|     | Invented  
|     | Issued  
| -L- | Launched  
|     | Lectured  
|     | Led  
|     | Located  
| -M- | Maintained  
|     | Managed  
|     | Mastered  
|     | Mentored  
|     | Met with  
|     | Modernized  
|     | Motivated  
| -N- | Navigated  
|     | Negotiated  
| -O- | Operated  
|     | Optimized  
|     | Originated  
|     | Orchestrated  
|     | Ordered  
|     | Organized  
|     | Oversaw  
| -P- | Participated  
|     | Performed  
|     | Pinpointed  
|     | Planned  
|     | Prepared  
|     | Presented  
|     | Produced  
|     | Published  
|     | Purchased  
| -R- | Received  
|     | Recommended  
|     | Reconciled  
|     | Recorded  
|     | Recruited  
|     | Reduced  
|     | Referred  
|     | Regulated  
|     | Reorganized  
|     | Repaired  
|     | Represented  
|     | Reviewed  
|     | Revised  
|     | Revitalized  
| -S- | Saved  
|     | Scheduled  
|     | Screened  
|     | Served  
|     | Set up  
|     | Shaped  
|     | Simplified  
|     | Sold  
|     | Solved  
|     | Sparked  
|     | Spearheaded  
|     | Specified  
|     | Spoke  
|     | Standardized  
|     | Stimulated  
|     | Steered  
|     | Streamlined  
|     | Strengthened  
|     | Structured  
|     | Studied  
|     | Suggested  
|     | Summarized  
|     | Supervised  
|     | Supported  
|     | Surpassed  
|     | Surveyed  
| -T- | Taught  
|     | Tended  
|     | Tested  
|     | Trained  
|     | Transcribed  
|     | Translated  
|     | Treated  
|     | Tripled  
|     | Typed  
| -U- | Underwrote  
|     | Updated  
|     | Upgraded  
|     | Unified  
|     | Used  
| -V- | Volunteered  
| -W- | Won  
|     | Wrote  

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