

ACTIVE LANGUAGE VERBS

Accomplished	Achieved	Acted
Acquired	Adapted	Adopted
Adjusted	Administered	Advertised
Advised	Analyzed	Approved
Arbitrated	Arranged	Assembled
Assisted	Audited	Authorized
Balanced	Budgeted	Built
Calculated	Changed	Charted
Checked	Classified	Coached
Collected	Communicated	Compiled
Completed	Composed	Computed
Conceived	Conducted	Connected
Consolidated	Constructed	Conserved
Controlled	Coordinated	Counseled
Created	Defined	Delivered
Designed	Detected	Determined
Developed	Devised	Diagnosed
Directed	Discovered	Dispensed
Displayed	Distributed	Documented
Drafted	Edited	Educated
Eliminated	Enforced	Engineered
Enlarged	Established	Estimated
Evaluated	Examined	Expanded
Experimented	Extended	Facilitated
Financed	Forecasted	Formed
Formulated	Founded	Generated
Governed	Guided	Headed
Helped	Hired	Identified
Illustrated	Implemented	Improved
Improvised	Increased	Influenced
Informed	Initiated	Innovated
Inspected	Installed	Instituted
Instructed	Integrated	Interpreted

Interviewed	Invented	Inventoried
Investigated	Issued	Judged
Lectured	Led	Maintained
Managed	Manufactured	Marketed
Mediated	Mentored	Merchandised
Medoled	Obtained	Offered
Operated	Ordered	Organized
Originated	Performed	Persuaded
Planned	Presided	Prepared
Produced	Projected	Promoted
Provided	Publicized	Purchased
Realized	Received	Reconciled
Recommended	Recorded	Recruited
Rectified	Reduced	Referred
Regulated	Rehabilitated	Reorganized
Reported	Represented	Researched
Resolved	Resorted	Restructured
Reviewed	Revised	Routed
Scheduled	Screened	Secured
Selected	Served	Serviced
Shaped	Solved	Sorted
Structured	Summarized	Supervised
Supplied	Synthesized	Systematized
Tailored	Taught	Tested
Trained	Transcribed	Translated
Tutored	Unified	United
Upgraded	Utilized	Wrote