ACTION VERB LIST

Use this list of action verbs, organized according to the 10 core competencies, to write strong competency statements. Note that some verbs appear under more than one competency and that this is not a complete list of all verbs you may want to use.

### Personal management
- Arranged
- Assessed
- Attained
- Clarified
- Defined
- Developed
- Interpreted
- Influenced
- Listened
- Observed
- Participated
- Planned
- Prioritized
- Recommended
- Resolved
- Responded
- Reviewed
- Strengthened
- Supported
- Verified

### Communication
- Adapted
- Addressed
- Advertised
- Arbitrated
- Articulated
- Authorized
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Directed
- Discussed
- Drafted
- Edited
- Elicited
- Encouraged
- Explained
- Expressed
- Formulated
- Guided
- Informed
- Integrated
- Interviewed
- Lectured
- Listened
- Marketed
- Mediated
- Moderated
- Responded
- Revised
- Solicited
- Specified
- Spoke
- Summarized
- Synthesized
- Taught
- Trained
- Reported
- Taught
- Tutored
- Translated
- Wrote

### Managing information
- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assembled
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Compiled
- Computed
- Conserved
- Corrected
- Determined
- Developed
- Estimated
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Forecasted
- Input
- Integrated
- Managed
- Marketed
- Measured
- Netted
- Organized
- Planned
- Prepared
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved
- Utilized

### Research and analysis
- Adapted
- Analyzed
- Applied
- Collected
- Compared
- Conceptualized
- Condensed
- Conducted
- Critiqued
- Detected
- Debugged
- Determined
- Diagnosed
- Established
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Integrated
- Interviewed
- Invented
- Investigated
- Measured
- Modified
- Organized
- Recorded
- Reviewed
- Revised
- Searched
- Solved
- Studied
- Summarized
- Surveyed
- Tested
**Project and task management**

Adapted  Conceptualized  Generated  Monitored  Reorganized  Revised
Applied  Coordinated  Guided  Obtained  Restored  Revitalized
Approved  Corresponded  Incorporated  Operated  Reviewed  Scheduled
Arranged  Customized  Initiated  Organized  Scheduled  Shaped
Assembled  Designed  Inspected  Prepared  Selected  Solved
Built  Directed  Instituted  Processed  Shaped  Streamlined
Chaired  Distributed  Integrated  Planned  Strengthened  Updated
Classified  Established  Led  Prioritized  Supervised  Validated
Coded  Evaluated  Managed  Produced  Remodeled  Verified
Compiled  Executed  Maintained  Programmed  Reviewed
Computed  Facilitated  Modified  Recommended  Reviewed

**Teamwork**

Adapted  Collaborated  ensured  Incorporated  Participated
Arranged  Contributed  Expedited  Interacted  Recruited
Assessed  Cooperated  Facilitated  Involved  Revitalized
Assisted  Created  Helped  Joined  Supported

**Commitment to quality**

Achieved  Consolidated  Developed  Evaluated  Integrated  Remodeled
Administered  Contracted  Directed  Generated  Managed  Repaired
Analyzed  Controlled  Eliminated  Improved  Merged  Restored
Approved  Converted  Emphasized  Incorporated  Modeled  Resolved
Assigned  Created  Enforced  Increased  Motivated  Solved
Attained  Customized  Enhanced  Initiated  Organized
Authorized  Delegated  Established  Inspected  Overhauled
Conceptualized  Designed  Executed  Instituted  Oversaw

**Professional behaviour**

Adapted  Clarified  Demonstrated  Familiarized  Organized Resolved
Advocated  Coached  Diagnosed  Furthered  Prevented  Responded
Aided  Collaborated  Educated  Guided  Promoted  Secured
Answered  Conducted  Encouraged  Helped  Provided  Supported
Arranged  Contributed  Ensured  Intervened  Referred  Supervised
Assessed  Cooperated  Established  Led  Rehabilitated  Supported
Assisted  Coordinated  Expedited  Modeled  Reinforced  Volunteered
Chaired  Counselling  Facilitated  Motivated  Represented

**Social responsibility**

Adapted  Collaborated  Ensured  Modeled  Referred  Secured
Advocated  Cooperated  Established  Motivated  Rehabilitated  Supported
Aided  Counselling  Facilitated  Organized  Represented  Supervised
Assessed  Demonstrated  Furthered  Prevented  Resolved  Supported
Clarified  Educated  Guided  Promoted  Responded  Volunteered
Coached  Encouraged  Intervened  Provided

**Continuous learning**

Adapted  Demonstrated  Learned  Responded  Updated
Assessed  Developed  Pursued  Sought
Corrected  Identified  Progressed  Studied