

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	Defined	Listened	Prioritized	Reviewed
Assessed	Developed	Observed	Recommended	Strengthened
Attained	Interpreted	Participated	Resolved	Supported
Clarified	Influenced	Planned	Responded	Verified

COMMUNICATION

Adapted	Condensed	Directed	Informed	Motivated	Solicited
Addressed	Consulted	Discussed	Integrated	Negotiated	Specified
Advertised	Contacted	Drafted	Interpreted	Outlined	Spoke
Arbitrated	Conveyed	Edited	Interviewed	Persuaded	Summarized
Articulated	Convinced	Elicited	Lectured	Presented	Synthesized
Authored	Counselled	Encouraged	Listened	Proposed	Taught
Clarified	Corresponded	Explained	Marketed	Publicized	Trained
Collaborated	Created	Expressed	Mediated	Reported	Tutored
Communicated	Customized	Formulated	Moderated	Responded	Translated
Composed	Developed	Guided	Modified	Revised	Wrote

MANAGING INFORMATION

Administered	Assessed	Computed	Forecasted	Netted	Qualified
Adjusted	Audited	Conserved	Input	Organized	Reconciled
Allocated	Balanced	Corrected	Integrated	Planned	Reduced
Analyzed	Budgeted	Determined	Managed	Prepared	Researched
Appraised	Calculated	Developed	Marketed	Programmed	Retrieved
Assembled	Compiled	Estimated	Measured	Projected	Utilized

RESEARCH AND ANALYSIS

Adapted	Conducted	Evaluated	Inspected	Organized	Studied
Analyzed	Critiqued	Examined	Integrated	Recorded	Summarized
Applied	Detected	Experimented	Interviewed	Researched	Surveyed
Collected	Debugged	Explored	Invented	Reviewed	Tested
Compared	Determined	Extracted	Investigated	Revised	
Conceptualized	Diagnosed	Formulated	Measured	Searched	
Condensed	Established	Gathered	Modified	Solved	

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	

PROJECT AND TASK MANAGEMENT

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

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	Supplied
Arranged	Contributed	Ensured	Intervened	Referred	Supervised
Assessed	Cooperated	Established	Led	Rehabilitated	Supported
Assisted	Coordinated	Expedited	Modeled	Reinforced	Volunteered
Chaired	Counselled	Facilitated	Motivated	Represented	

SOCIAL RESPONSIBILITY

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

CONTINUOUS LEARNING

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