

## Strong Action Verbs

### Accounting

Record  
Assess  
Audit  
Prepare  
Maintain  
Forecast  
Calculate  
Estimate  
Figure  
Appraise  
Examine  
Measure  
Verify  
Transfer

### Arts

Choreograph  
Design  
Create  
Build  
Entertain  
Perform  
Draw  
Draft  
Render  
Illustrate  
Compose  
Conceive  
Photograph  
Develop

### Childcare

Supervise  
Engage  
Facilitate  
Implement  
Plan  
Organize  
Support  
Encourage  
Communicate  
Adapt  
Guide  
Collaborate  
Evaluate  
Resolve

### Finance

Analyze  
Invest  
Budget  
Inventory  
Evaluate  
Eliminate  
Appraise  
Construct  
Develop  
Acquire  
Manage  
Project  
Reconcile  
Balance

### Administration

Ensure  
Monitor  
Track  
Assess  
Coordinate  
Organize  
Requisition  
Access  
Receive  
Process  
Serve  
Hire  
Furnish

### Communication

Address  
Answer  
Clarify  
Correspond  
Define  
Discuss  
Edit  
Explain  
Interview  
Listen  
Present  
Report  
Summarize

### Design

Organize  
Explore  
Formulate  
Sketch  
Illustrate  
Draw  
Draft  
Layout  
Create  
Incorporate  
Plan  
Style  
Customize

### Fundraising

Research  
Analyze  
Strategize  
Program  
Develop  
Contact  
Inquire  
Inform  
Motivate  
Persuade  
Monitor  
Coordinate  
Generate

### Analysis

Qualify  
Clarify  
Quantify  
Infer  
Discover  
Conceptualize  
Discern  
Interpret  
Dissect  
Review  
Observe  
Assess  
Emphasize

### CustomerService

Advise  
Advocate  
Arbitrate  
Coach  
Consult  
Educate  
Support  
Inform  
Resolve  
Manage  
Mediate  
Train  
Serve

### Editing

Review  
Analyze  
Compare  
Comment  
Correct  
Condense  
Rewrite  
Revise  
Rework  
Amend  
Improve  
Initiate  
Adapt

### Healthcare

Diagnose  
Evaluate  
Administer  
Monitor  
Dispense  
Track  
Operate  
Perform  
Record  
Coordinate  
Develop  
Conduct  
Examine

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## Strong Action Verbs

### Information

Appraise  
Program  
Link  
Coordinate  
Manage  
Process  
Document  
Categorize  
Design  
Structure  
Inventory  
Critique  
Appraise

### Management

Coordinate  
Combine  
Expedite  
Facilitate  
Plan  
Shape  
Schedule  
Delegate  
Mediate  
Evaluate  
Strategize  
Develop  
Supervise

### Organizing

Simplify  
Classify  
Organize  
Prioritize  
Maintain  
Liaison  
Assist  
Manage  
Arrange  
Systematize  
Schedule  
Coordinate  
Plan

### Research

Identify  
Evaluate  
Review  
Calculate  
Conduct  
Test  
Compare  
Analyze  
Survey  
Quantify  
Collect  
Inspect  
Formulate

### Investigate

Assess  
Survey  
Pursue  
Interrogate  
Question  
Analyze  
Intuit  
Seek  
Search  
Probe  
Coordinate  
Explore

### Marketing

Review  
Survey  
Advertise  
Promote  
Identify  
Announce  
Publicize  
Advertise  
Advance  
Boost  
Improve  
Generate

### Teaching

Educate  
Tutor  
Demonstrate  
Stimulate  
Inform  
Instruct  
Facilitate  
Awaken  
Explore  
Advise  
Counsel  
Entertain

### Service

Advocate  
Anticipate  
Defend  
Discuss  
Enhance  
Follow  
Initiate  
Invite  
Perform  
Relate  
Share  
Welcome

### Public Relations

Prepare  
Assess  
Coordinate  
Present  
Negotiate  
Publicize  
Prepare  
Strategize  
Coordinate  
Formulate  
Persuade  
Implement  
Investigate  
Institute  
Suggest

### Mechanical

Analyze  
Construct  
Craft  
Troubleshoot  
Create  
Design  
Engineer  
Repair  
Align  
Coordinate  
Manipulate  
Examine  
Customize  
Produce  
Develop

### Technology

Assemble  
Built  
Calculate  
Compute  
Design  
Devise  
Engineer  
Operate  
Pinpoint  
Program  
Remodel  
Repair  
Solved  
Troubleshoot  
Operate

### Writing

Author  
Conceive  
Craft  
Compose  
Integrate  
Capture  
Abstract  
Express  
Inform  
Summarize  
Publish  
Edit  
Conclude  
Review

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