

**Career Services**  
**Southwest Baptist University**  
**Mabee Chapel**  
**Bolivar, MO 65613**  
**Phone: 417. 328. 1610**  
**Fax: 417. 328. 2091**

## ACTION VERBS

acted	deferred	governed	oversaw	scheduled
activated	defined	guided	painted	selected
adapted	delegated	headed	participated	served
adjusted	delivered	helped	perfected	shaped
administered	demonstrated	hired	performed	simplified
addressed	designed	identified	persuaded	sketched
adopted	detailed	illustrated	photographed	sold
advertised	detected	implemented	piloted	solved
advised	determined	improved	pioneered	sorted
aligned	developed	improvised	planned	sparked
analyzed	devised	increased	played	specified
anticipated	diagnosed	indexed	predicted	spoke
applied	directed	indoctrinated	prepared	stimulated
appraised	discovered	influenced	prescribed	straightened
arbitrated	dispensed	informed	preserved	streamlined
arranged	displayed	initiated	presided	strengthened
ascertained	disproved	innovated	printed	studied
assembled	dissected	inspected	processed	suggested
assessed	distributed	inspired	produced	summarized
assisted	diverted	installed	programmed	supervised
attained	drafted	instituted	projected	supplied
audited	dramatized	instructed	promoted	surveyed
budgeted	drew	instrumented	proposed	synthesized
built	drove	integrated	protected	systematized
calculated	edited	interpreted	provided	tabulated
calibrated	educated	interviewed	publicized	taught
catalogued	effected	introduced	purchased	tested
chaired	electrified	invented	quoted	timed
changed	eliminated	inventoried	raised	trained
charted	enforced	investigated	reasoned	transcribed
classified	enlarged	judged	recommended	transferred
coached	entertained	lead	reconciled	translated
collected	established	lectured	recorded	transmitted
communicated	estimated	located	recruited	treated
compiled	evaluated	maintained	revised	tutored
completed	examined	managed	referred	unified
composed	exhibited	mapped	rehabilitated	upgraded
computed	explained	marketed	rendered	updated
conceptualized	expressed	measured	reorganized	wrote
conciliated	extracted	mediated	repaired	
conducted	fabricated	mentored	replaced	
confronted	facilitated	modeled	reported	
consolidated	familiarized	modified	represented	
constructed	filed	monitored	researched	
conserved	filtered	motivated	resolved	
consulted	figured	navigated	responded	
contracted	fixed	observed	restructured	
controlled	formulated	operated	retrieved	
coordinated	forwarded	operated	reviewed	
corresponded	founded	ordered	revised	
counseled	gathered	organized	rewrote	
created	generated	originated	saved	