

## Action Verb List - English

Use action verbs when listing your relevant job experiences. Think **ACCOMPLISHMENTS** not **DUTIES**  
**Ex: Conceptualized and implemented** an after school program for children ages 1 through 6.

MANAGEMENT SKILLS	HELPING SKILLS	TEACHING SKILLS	CREATIVE SKILLS	CLERICAL SKILLS	COMMUNICATION SKILLS
accomplished achieved administered analyzed approved attained chaired completed concluded contracted consolidated consulted coordinated delegated determined developed directed ensured established evaluated executed improved initiated increased led managed marketed minimized organized oversaw planned performed presented prioritized produced recommended recruited reviewed scheduled supervised tested	assessed assisted clarified coached counseled demonstrated diagnosed educated encouraged expedited facilitated familiarized guided protected referred rehabilitated represented	adapted advised animated clarified coached communicated coordinated demonstrated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded served set goals stimulated	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	annotated answered approved arranged catalogued classified collated collected compiled dispatched dispensed distributed entered executed fielded filed generated handled implemented inspected mailed monitored operated ordered prepared processed provided purchased received recorded referred retrieved routed screened sorted specified spoke systematized tabulated updated	addressed arbitrated arranged authored contacted corresponded debated designed developed directed drafted edited enlisted formulated influenced interpreted lectured led liaised mediated moderated motivated negotiated organized participated persuaded promoted proposed publicized reconciled recruited relayed spoke translated welcomed wrote
	RESEARCH SKILLS		FINANCIAL SKILLS		
	clarified collected conducted critiqued diagnosed evaluated examined gathered generated identified inspected interpreted interviewed investigated measured obtained organized researched reviewed selected summarized surveyed systematized tracked	TECHNICAL SKILLS			
		assembled built calculated computed constructed designed devised engineered fabricated installed maintained operated overhauled programmed remodeled repaired solved trained upgraded validated	administered allocated analyzed appraised audited balanced budgeted calculated compounded computed controlled developed exchanged forecasted issued maintained managed marketed planned priced projected quoted reconciled		OTHER
					conducted conserved detected discovered

## Liste De Verbes D'action - français

Utiliser des verbes pour décrire vos expériences pertinentes. Penser en termes de réalisations plutôt qu'en termes de responsabilités.

**Ex:** *Conceptualiser* et *implanter* un service de garde pour les enfants du niveau primaire.

<p><b>GÉRER</b></p> <p>accomplir administrer améliorer analyser approuver assurer atteindre augmenter compléter conclure consolider consulter coordonner décider déléguer déterminer développer diriger élaborer établir évaluer exécuter gérer implanter initier minimiser organiser planifier présenter présider prioriser produire réaliser recommander recruter rénover réviser superviser tester</p>	<p><b>AIDER</b></p> <p>aimer assiter clarifier comprendre conseiller démontrer diagnostiquer écouter éduquer encourager évaluer expédier faciliter familiariser inspirer protéger quider référer réhabiliter représenter respecter soutenir</p> <p><b>CHERCHER</b></p> <p>clarifier conduire critiquer découvrir détecter diagnostiquer évaluer examiner extraire extraire générer identifier identifier inspecter interpréter interviewer investiguer mesurer obtenir organiser piloter</p>	<p>produire rechercher recueillir résumer retracer réviser sélectionner sonder systématiser</p> <p><b>ENSEIGNER</b></p> <p>adapter animer clarifier communiquer conseiller coordonner démontrer développer encourager établir des objectifs évaluer expliquer faciliter informer initier permettre persuader quider servir soutenir stimuler</p> <p><b>RÉSOUUDRE</b></p> <p>assembler assembler calculer conceptualiser construire deviser former informatiser installer maintenir modifier</p>	<p>opérer programmer réparer tester valider</p> <p><b>CRÉER</b></p> <p>conceptualiser dessiner développer diriger écrire embellir filmer fonder illustrer implanter instituer intégrer introduire inventer jouer modeler performer photographier réaliser revitaliser sculpter</p> <p><b>COMPTER</b></p> <p>acheter administrer ajuster allouer analyser annoter approuver balancer budgeter consolider contrôler corriger développer échanger émettre enregistrer</p>	<p>évaluer exécuter finaliser mettre en marché prévoir projeter quotter réconcilier répartir systématiser tabuler valider vérifier</p> <p><b>EXÉCUTER</b></p> <p>calculer cataloguer classer classifier clérical collecter compiler distribuer fournir générer inspecter livrer maintenir opérer planifier poster préparer pré-sélectionner surveiller</p> <p><b>COMMUNIQUER</b></p> <p>accueillir adresser arbitrer collaborer contacter corredpondre décrire diriger</p>	<p>discourir écrire formuler influencer interagir interpréter introduire médiatiser modérer motiver négocier parler participer participer persuader présenter promouvoir promouvoir proposer publiciser réconcilier recruter répondre représenter solliciter traduire transmettre vendre</p>
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