

ACTION WORDS

A

accelerated
accomplished
accounted for
achieved
acquired
acted
adapted
added
addressed
adjusted
administered
advised
aided
analyzed
anticipated
applied
appointed
appraised
arbitrated
arranged
assembled
assessed
assisted
assumed
assured
attained
attended
authored
authorized
awarded

B

bolstered
boosted
bought
briefed
brought
budgeted
built

C

calculated
catalogued
caused

O

organized
overcame

P

chaired
changed
chartered
checked
chose
classified
closed
coached
collected
combined
compared
compiled
completed
composed
computed
conceived
concluded
conditioned
conducted
conserved
consolidated
constructed
continued
contracted
controlled
convinced
coordinated
copied
corrected
counseled
counted
crafted
created
critiqued
D
dealt
debated
decided
defined
delegated
delivered
demonstrated
designed

painted
participated
perceived
performed

detailed
detected
determined
developed
devised
diagnosed
digested
diminished
directed
discovered
dispensed
dissected
distributed
drafted
dramatized
drew
dropped
drove

E

earned
edited
educated
elected
emphasized
employed
encouraged
enjoyed
enforced
enlarged
enlisted
ensured
entered
established
estimated
evaluated
examined
excelled
executed
exercised
expanded
expedited
explained
explored

persuaded
pioneered
placed

extracted

F

familiarized
filed
financed
fixed
followed
forecast
foresaw
formulated
forwarded
fostered
founded

G

gained
gathered
generated
grabbed
graded
greeted
grossed
guided

H

handled
hastened
heightened
helped
highlighted

I

identified
illustrated
imagined
implemented
improved
included
incorporated
increased
indicated
influenced
informed
initiated
innovated
inspected

planned
played
policed
prepared

installed
instituted
instructed
insured
integrated
interpreted
interviewed
introduced
invented
investigated

J

joined

L

labored
launched
learned
lectured
led
licensed
listed
listened
located
looked

M

maintained
managed
mapped out
maximized
mediated
mentored
modeled
modified
monitored
motivated
moved

N

named
negotiated

O

observed
opened
operated
ordered

presented
prevailed
processed
produced

profited
programmed
prohibited
projected
promoted
proofed
proved
provided
publicized
purchased

Q

qualified
quicken

R

rated
realized
reasoned
received
recommend
recorded
recruited
reduced
referred
related
rendered

renovated
repaired
reported
represented
rescued
researched
resolved
restored
resulted in
returned

revealed
reviewed
revised

S

saved
scheduled
scouted
screened
scrutinized
selected
sent
separated
served
set-up

shaped
shared
shipped
showed
shifted
simplified
sketched
smoothed
sold
solved
sorted
sought
spearheaded
specified
spoke
started
stated
stopped
straightened
streamlined
strengthened
stripped
studied
submitted
suggested

summarized
supervised
supported
supplied
surmounted
surveyed
synthesized
systematized

T

targeted
taught
team-built
tended
tested
tightened

told
totaled
toured
tracked
trained
transferred
transformed
translated

traveled
treated
tutored
U
uncovered
unearthed
unfurled
understood
understudied
undertook
unified
united
updated
upgraded
utilized
W
weighed
welcomed
worked
wrote

CONCRETE WORDS

Analysis
Audio Visual Equipment,
AV
Classification
Code of Federal
Regulations, CFR
Communication
Customer Service
Database
Defense Civilian
Personnel Data
System, DCPDS
Department of the Navy,
DON
Health Benefits
Human Resources, HR
Internet
Job Announcement
Lotus
Management
Microsoft Access
Microsoft Excel
Microsoft Office
Microsoft Word
Multimedia Projector
Official Personnel
Folder/File, OPF
Oracle
Personnel
Policies
Position Build
Personnel Process
Improvement, PPI
Priority Placement
Program, PPP
Presentations
Public Speaking
Qualification
Rating/Ranking
Regional Office
Regulations
Staffing
Standard Form 52,
SF-52
Unix

