

ACTION VERBS

Administration & Organisation	Erfolg	Finanzen	Forschung & Analyse	Führung	Kommunikation
allocated	accomplished	allocated		advised	answered
arranged	achieved	appraised	analyzed	approved	authored
categorized	activated	audited	assessed	acquired	briefed
classified	attained	balanced	cataloged	assigned	clarified
collected	completed	budgeted	coded	challenged	communicated
consolidated	effected	calculated	compared	chaired	composed
edited	enhanced	compiled	compiled	controlled	contacted
eliminated	ensured	computed	critiqued	coordinated	conveyed
gathered	established	disbursed	defined	directed	corresponded
grouped	exceeded	estimated	derived	eliminated	delivered
monitored	executed	figured	determined	encouraged	drafted
organized	expanded	financed	diagnosed	founded	edited
planned	generated	forecasted	discovered	governed	illustrated
prepared	improved	maximized	evaluated	guided	informed
recorded	increased	minimized	examined	handled	instructed
reorganized	launched	projected	explored	headed	interviewed
restored	marketed	reconciled	found	initiated	lectured
restructured	perfected	reduced	identified	led	mediated
revised	produced	tabulated	interpreted	managed	negotiated
scheduled	reached		investigated	mentored	persuaded
simplified	resolved		judged	motivated	presented
standardized	sold	Soziales	measured	oversaw	promoted
structured	solved	advised	observed	recruited	publicized
summarized	streamlined	coached	predicted	selected	recommended
systematized	strengthened	collaborated	rated	shaped	reported
	succeeded	connected	researched	supervised	responded
	transformed	consulted	reviewed		suggested
	upgraded	educated	studied		summarized
Kreativität		counseled	surveyed	Technik & Praxis	translated
changed		energized	verified	adjusted	wrote
conceived		engaged		applied	
conceptualized		facilitated		assembled	
constructed		guided		built	
created		helped		computed	
developed		instructed		constructed	
directed		interviewed		designed	
drafted		mediated		diagnosed	
engineered		negotiated		experimented	
formulated		participated		maintained	
innovated		partnered		modified	
introduced		rehabilitated		operated	
invented		served		programmed	
launched		supported		rebuilt	
revamped		taught		reinforced	
pioneered		trained		solved	
redesigned		tutored		tested	
visualized		united			