



**Gateway Student
Success Center**

**Action
Verbs**

Accelerated
Accommodated
Achieved
Acquainted
Acquired
Acted
Activated
Adapted
Added
Addressed
Adjusted
Administered
Admitted
Advanced
Advertised
Advised
Aided
Allocated
Altered
Amended
Analyzed
Applied
Appointed
Appraised
Apprised
Approved
Arbitrated
Arranged
Ascertained
Assembled
Assessed
Assigned
Assisted
Attained
Audited
Augmented
Authored
Authorized
Averted
Balanced
Boosted
Brainstormed
Budgeted
Built
Calculated
Catalogued

Catered
Certified
Chaired
Challenged
Changed
Charted
Clarified
Classified
Coached
Collaborated
Collected
Combined
Commissioned
Committed
Communicated
Compared
Compiled
Completed
Composed
Computed
Conceived
Conceptualized
Concluded
Condensed
Conducted
Confirmed
Conserved
Consolidated
Constructed
Consulted
Contacted
Contracted
Contributed
Controlled
Converted
Conveyed
Cooperated
Coordinated
Correlated
Corresponded
Counseled
Created
Critiqued
Cultivated
Customized
Debugged
Deciphered
Dedicated
Defined
Delegated
Deliberated

Demonstrated
Designated
Designed
Detailed
Determined
Developed
Devised
Diagnosed
Directed
Disbursed
Discovered
Dispatched
Displayed
Distributed
Diversified
Documented
Doubled
Drafted
Earned
Eased
Edited
Educated
Effected
Elaborated
Elevated
Elicited
Employed
Empowered
Enabled
Encouraged
Endorsed
Enforced
Engineered
Enhanced
Enlarged
Enlisted
Enriched
Enumerated
Envisioned
Established
Estimated
Evaluated
Examined
Exceeded
Excelled
Executed
Exercised
Exhibited
Expanded
Expedited
Experienced
Explained
Explored
Extended
Extracted
Fabricated
Facilitated
Familiarized
Figured
Finalized
Forecasted

Formed
Formulated
Fostered
Founded
Fulfilled
Generated
Governed
Grouped
Guaranteed
Guided
Headed
Hired
Identified
Illustrated
Implemented
Improved
Improvised
Increased
Indexed
Indicated
Inferred
Influenced
Informed
Initiated
Innovated
Inspected
Inspired
Installed
Instigated
Instituted
Instructed
Integrated
Interceded
Interpreted
Interviewed
Introduced
Invented
Investigated
Involved
Issued
Judged
Justified
Keynoted
Launched
Lectured
Led
Licensed
Lightened
Linked
Maintained
Managed
Marketed
Measured
Mediated
Minimized
Mobilized
Modeled
Moderated
Modernized
Modified
Monitored

Motivated
Multiplied
Negotiated
Obtained
Officiated
Operated
Orchestrated
Organized
Originated
Overhauled
Oversaw
Performed
Persuaded
Pioneered
Planned
Polished
Prepared
Prescribed
Presented
Presided
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Provided
Publicized
Purchased
Queried
Questioned
Raised
Rated
Realized
Recommended
Reconciled
Recorded
Recruited
Rectified
Reduced
Refined
Referred
Reformed
Regarded
Regulated
Rehabilitated
Reinforced
Rejuvenated
Related
Relieved
Remedied
Remodeled
Reorganized
Repaired
Researched
Reshaped
Resolved
Restored
Retrieved
Revamped

Reviewed	Sample SKILL CATEGORIES	Officiated	Computed	<i>Financial</i>
Revised		Persuaded	Condensed	Administered
Revitalized	<u>Communication</u>	Prepared	Consolidated	Allocated
Revived		Presented	Converted	Analyzed
Sanctioned	Addressed	Promoted	Critiqued	Appraised
Scheduled	Advertised	Publicized	Deciphered	Audited
Screened	Amended	Reconciled	Detailed	Authorized
Scrutinized	Appraised	Recorded	Documented	Balanced
Secured	Arbitrated	Recruited	Edited	Collected
Selected	Arranged	Related	Evaluated	Computed
Served	Authored	Solicited	Examined	Consolidated
Set goals	Clarified	Specified	Executed	Contracted
Set up	Collaborated	Spoke	Figured	Controlled
Settled	Communicated	Submitted	Finalized	Developed
Shaped	Compiled	Suggested	Identified	Disbursed
Simplified	Composed	Summarized	Implemented	Distributed
Smoothed	Condensed	Supplemented	Indexed	Diversified
Solicited	Consolidated	Synthesized	Inspected	Documented
Solved	Consulted	Translated	Installed	Earned
Sorted	Contacted	Updated	Investigated	Evaluated
Sought	Contributed	Wrote	Maintained	Figured
Spearheaded	Conveyed	<u>Creative</u>	Managed	Finalized
Specified	Convinced		Acted	Measured
Spoke	Corresponded	Composed	Monitored	Formulated
Stimulated	Counseled	Conceptualized	Multiplied	Managed
Straightened	Critiqued	Conducted	Operated	Marketed
Streamlined	Deciphered	Created	Organized	Negotiated
Strengthened	Deliberated	Customized	Pioneered	Planned
Studied	Demonstrated	Designed	Planned	Prepared
Submitted	Developed	Developed	Prepared	Projected
Substantiated	Devised	Directed	Prioritized	Purchased
Succeeded	Directed	Directed	Processed	Rated
Suggested	Documented	Envisioned	Programmed	Recommended
Summarized	Drafted	Established	Rated	Recorded
Supervised	Edited	Fashioned	Reconciled	Rectified
Supplemented	Elaborated	Founded	Recorded	Regulated
Surveyed	Empowered	Illustrated	Reformed	Researched
Sustained	Encouraged	Initiated	Reorganized	Reviewed
Synthesized	Enlisted	Instituted	Researched	Screened
Systematized	Evaluated	Integrated	Retrieved	Scrutinized
Tabulated	Explained	Introduced	Revamped	Secured
Tailored	Facilitated	Invented	Reviewed	Selected
Traced	Forecasted	Orchestrated	Revised	Supplemented
Trained	Formed	Originated	Screened	Tabulated
Transformed	Formulated	Performed	Selected	Transferred
Translated	Guided	Planned	Simplified	Verified
Transmitted	Illustrated	Revitalized	Solved	<u>Helping</u>
Unified	Improvised	Shaped	Sorted	
Updated	Influenced	Visualized	Specified	Aided
Upgraded	Informed	<u>Detail</u>	Straightened	Assessed
Utilized	Instructed		Streamlined	Assisted
Validated	Interceded	Approved	Studied	Clarified
Valued	Interpreted	Arranged	Summarized	Coached
Verified	Introduced	Balanced	Surveyed	Contributed
Visualized	Keynoted	Budgeted	Systematized	Counseled
Wrote	Lectured	Calculated	Tabulated	Customized
	Led	Catalogued	Translated	Demonstrated
	Mediated	Classified	Updated	Educated
	Moderated	Collected	Upgraded	Empowered
	Motivated	Compared	Validated	Enabled
	Negotiated	Compiled	Verified	Encouraged

<u>Helping cont'd</u>	Managed	Sorted	Evaluated	Upgraded
Expedited	Marketed	Straightened	Examined	Utilized
Fulfilled	Measured	Surveyed	Explained	
Guaranteed	Mobilized		Facilitated	
Guided	Modeled	<u>Research</u>	Fostered	
Influenced	Monitored	Acquired	Guided	
Inspired	Organized	Analyzed	Identified	
Mediated	Oversaw	Applied	Implemented	
Moderated	Planned	Clarified	Informed	
Motivated	Prepared	Collected	Influenced	
Negotiated	Prioritized	Compared	Informed	
Officiated	Produced	Compiled	Instructed	
Provided	Projected	Concluded	Integrated	
Recommended	Promoted	Condensed	Introduced	
Reconciled	Rated	Critiqued	Lectured	
Rectified	Recommended	Deciphered	Maintained	
Referred	Recruited	Diagnosed	Motivated	
Rehabilitated	Reorganized	Discovered	Persuaded	
Remedied	Resolved	Documented	Rehabilitated	
Represented	Reviewed	Evaluated	Reinforced	
Screened	Scheduled	Examined	Related	
Served	Screened	Extracted	Stimulated	
Settled	Solved	Formulated	Synthesized	
Stimulated	Streamlined	Identified	Tailored	
Supplemented	Strengthened	Indexed	Trained	
Translated	Supervised	Inspected		
Unified	Trained	Interpreted	<u>Technical</u>	
Validated	Unified	Interviewed	Altered	
Valued		Investigated	Analyzed	
	<u>Organization</u>	Measured	Assembled	
<u>Management</u>	Allocated	Organized	Built	
Administered	Appointed	Reviewed	Calculated	
Advised	Assembled	Summarized	Computed	
Analyzed	Balanced	Surveyed	Configured	
Assigned	Catalogued	Systematized	Constructed	
Attained	Charted	Tabulated	Created	
Authorized	Clarified		Debugged	
Chaired	Combined	<u>Teaching</u>	Deciphered	
Challenged	Compiled	Adapted	Designed	
Conducted	Condensed	Advised	Devised	
Consolidated	Consolidated	Appraised	Drafted	
Contracted	Designated	Assessed	Engineered	
Coordinated	Detailed	Assigned	Executed	
Defined	Figured	Challenged	Extracted	
Delegated	Formed	Clarified	Fabricated	
Developed	Formulated	Coached	Installed	
Directed	Grouped	Communicated	Launched	
Encouraged	Identified	Coordinated	Maintained	
Evaluated	Indexed	Defined	Measured	
Executed	Inspected	Demonstrated	Operated	
Governed	Measured	Designed	Overhauled	
Guided	Minimized	Developed	Processed	
Headed	Organized	Diagnosed	Produced	
Hired	Prepared	Directed	Programmed	
Implemented	Prioritized	Educated	Remodeled	
Improved	Recorded	Empowered	Repaired	
Increased	Reorganized	Enabled	Retrieved	
Interviewed	Scheduled	Encouraged	Solved	
Launched	Secured	Enforced	Sorted	
Led	Set goals	Enriched	Systematized	
Maintained	Set up	Established	Trouble-shoot	