

Some Action Verbs to Help You Write Your Federal Application

Administration

Purchase
 Requisition
 Reject
 Store
 Ship
 Furnish
 Administer
 Supply
 Procure
 Secure
 Justify
 Engage
 Process
 Insure
 Reclaim
 Receive

Auditing

Review
 Analyze
 Report
 Conclude
 Change
 Recommend
 Guide
 Assist
 Evaluate
 Compare
 Assemble

Change

Modify
 Upgrade
 Create
 Stimulate
 Improve
 Compare
 Design
 Make
 Activate
 Establish

Communication

Write
 Inform
 Declare
 Interpret
 Contact
 Issue
 Testify
 Speak
 Display
 Critique

Decision Making

Approve
 Require
 Decided
 Test
 Accept
 Authorize
 Render
 Consider
 Solve

External Activity

Negotiate
 Cooperate
 Represent
 Coordinate
 Publicize
 Strengthen

Helping

Assist
 Arrange
 Give
 Guide
 Counsel
 Serve
 Contribute
 Initiate
 Solve

Management

Execute
 Approve
 Direct
 Change
 Organize
 Meet
 Establish
 Manage
 Anticipate
 Evaluate
 Plan
 Adjudicate
 Analyze
 Meet
 Assign

Personnel

Train
 Select
 Interview
 Promote
 Transfer
 Handle
 Employ
 Appraise
 Recruit
 Screen
 Discharge
 Seek

Planning & Control

Plan
 Forecast
 Assume
 Allocate
 Schedule
 Control
 Measure
 Progress
 Formulate
 Acquire
 Extend
 Monitor

Research & Development

Identify
 Evaluate
 Determine
 Review
 Analyze
 Research
 Define
 Develop
 Prepare
 Recommend
 Submit
 Propose
 Investigate
 Compile

Supervision

Adhere
 Supervise
 Request
 Exercise
 Participate
 Maintain
 Delegate
 Encourage
 Counsel
 Assess
 Develop
 Report
 Foster
 Define
 Demonstrate