Action Verbs for Writing Internship Learning Objectives

One way to begin writing learning objectives for internship experiences is to use action verbs as the beginning of each objective. This process may help you enumerate your duties and responsibilities and tie them to the results, impact and learning that comes out of those experiences. You also can string action verbs together for a more comprehensive statement. For example, “Designed, developed and implemented...” or “Established, cultivated and maintained...” Check out the action verbs listed below.

[These action verbs are presented in past tense for use in your final reflection of your completed internship experience. Obviously you will use future tense for writing your intended learning outcomes at the beginning of your internship (i.e. Will design, develop and implement..., etc.)]

Management Skill Verbs
Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

Organizational Skill Verbs
Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Formalized, Implemented, Installed, Maintained, Organized, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Updated

Communication Skill Verbs
Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Spoke, Summarized, Taught, Trained, Translated, Wrote

Analytical Skill Verbs
Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Researched, Searched, Surveyed, Tested

Helping Skill Verbs
Aided, Attended, Assisted, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Selling Skill Verbs
Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Resolved, Sold, Secured, Solicited

Creative Skill Verbs
Authored, Conceived, Conceptualized, Created, Composed, Designed, Devised, Established, Invented, Originated, Revolutionized

Additional Skill Verbs
Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Expedited, Fabricated, Fabricated, Financed, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Revitalized, Saved, Shopped, Strengthened, Supplemented, Tended, Utilized