

## Action Verbs

Describe your skills using action verbs. Review these sample verbs and select those that apply to you.

accelerated	deciphered	halted	participated	satisfied
accentuated	decided	handled	partnered	saved
accomplished	decreased	headed	perceived	scheduled
achieved	defined	hired	perfected	searched
acquired	delegated	honoured	performed	secured
acted	delivered	hosted	persuaded	serviced
adapted	demonstrated	hypothesized	piloted	selected
addressed	deployed		pinpointed	separated
adjudicated	derived	identified	pioneered	served
adjusted	described	illustrated	planned	shaped
administered	designed	imagined	positioned	shared
advanced	detailed	implemented	predicted	shepherded
advised	detected	imported	prepared	simplified
advocated	determined	improved	prescribed	sketched
altered	developed	improvised	presented	slashed
analyzed	devised	incorporated	presided	sold
anchored	diagnosed	increased	processed	solidified
applied	differentiated	influenced	procured	solved
appointed	directed	informed	produced	sparked
appraised	discerned	initiated	programmed	spearheaded
arbitrated	discovered	innovated	progressed	specified
arranged	dispensed	inspected	projected	spoke
articulated	displayed	inspired	promoted	standardized
ascertained	dissected	installed	propelled	started
assembled	distinguished	instituted	proofread	streamlined
assessed	distributed	instructed	proposed	steered
assisted	diversified	integrated	prospected	stimulated
associated	diverted	intensified	protected	strategized
audited	documented	interpreted	proved	strengthened
augmented	dominated	interviewed	provided	studied
authenticated	doubled	introduced	publicized	structured
authored	drafted	invented	published	substantiated
authorized	drew	inventoried	purchased	succeeded
	drove	investigated		suggested
		itemized	qualified	summarized
balanced	earned		quantified	supervised
bestowed	edited	joined	questioned	supplemented
brainstormed	educated	judged		supplied
briefed	effected	justified	raised	supported
broadened	effectuated		rated	surpassed
budgeted	elected	launched	ratified	synergized
built	eliminated	led	realigned	synthesized
	emphasized	learned	rebuilt	systematized
calculated	empowered	lectured	recaptured	
calibrated	enacted	leveraged	received	tabulated
capitalized	encouraged	liaised	recognized	talked
captured	endeavoured	licensed	recommended	targeted
catalogued	endorsed	listed	reconciled	taught
catapulted				

categorized  
centralized  
chaired  
championed  
changed  
charted  
clarified  
classified  
closed  
coached  
collaborated  
collected  
combined  
commanded  
commercialized  
commoditized  
communicated  
compared  
compelled  
compiled  
completed  
composed  
computed  
conceived  
concluded  
conducted  
configured  
conserved  
consolidated  
constructed  
consulted  
continued  
contracted  
contrasted  
controlled  
converted  
conveyed  
coordinated  
corrected  
corresponded  
counselled  
crafted  
created  
critiqued  
crystallized  
curtailed  
cut

endured  
energized  
enforced  
engineered  
enhanced  
enlarged  
enlisted  
enlivened  
ensured  
entrenched  
equalized  
established  
estimated  
evaluated  
examined  
exceeded  
executed  
exhibited  
exhorted  
expanded  
expedited  
experimented  
explained  
explored  
exported  
expressed  
extricated  
  
fabricated  
facilitated  
financed  
finalized  
fixed  
forecasted  
forged  
formalized  
formed  
formulated  
fostered  
founded  
  
gained  
generated  
governed  
graduated  
guided

listened  
located  
lowered  
  
maintained  
managed  
manipulated  
manufactured  
mapped  
marked  
marketed  
mastered  
masterminded  
maximized  
measured  
mediated  
mentored  
merged  
minimized  
modelled  
moderated  
modernized  
modified  
monetized  
monitored  
motivated  
  
narrated  
navigated  
negotiated  
networked  
nominated  
normalized  
  
observed  
obtained  
offered  
officiated  
operated  
optimized  
orchestrated  
ordered  
organized  
oriented  
originated  
outsourced  
overcame  
overhauled  
oversaw

recorded  
recruited  
redesigned  
reduced  
reengineered  
referred  
refined  
regained  
regulated  
rehabilitated  
reinforced  
rejuvenated  
remedied  
rendered  
renegotiated  
renewed  
renovated  
reorganized  
repaired  
reported  
repositioned  
represented  
researched  
resolved  
responded  
restored  
restructured  
retained  
retrieved  
reviewed  
revised  
revitalized

tended  
terminated  
tested  
thwarted  
traced  
trained  
transcribed  
transferred  
transformed  
transitioned  
translated  
travelled  
treated  
trimmed  
troubleshoot  
tutored  
  
uncovered  
unified  
united  
updated  
upgraded  
used  
utilized  
  
validated  
verbalized  
verified  
viewed  
vitalized  
visualized  
  
weighed  
welded  
widened  
won  
worked  
wrote