

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	served
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