### Action Verbs

The action verbs listed below are categorized by skill areas to help you consider how your past experiences can apply to skill sets employers seek. Many of these verbs apply to multiple skill areas. Utilize all of the categories to get ideas for how you might describe your own skills and experience in your resume, cover letter, portfolio, interview, and other career readiness materials.

DON’T FORGET!
Pay attention to the verb tense used describing each experience. Be sure to use the present tense for experiences you are currently involved in and the past tense for experiences you are no longer a part of.

#### Analysis
- Analyzed
- Ascertained
- Assessed
- Compared
- Computed
- Conceptualized
- Concluded
- Confirmed

#### Leadership
- Administered
- Advised
- Allocated
- Allowed
- Appointed
- Approved
- Assigned
- Authorized

#### Problem Solving
- Aided
- Alleviated
- Ameliorated
- Augmented
- Counseled
- Customized
- Debugged
- Eased
- Elevated

#### Initiative
- Accelerated
- Accomplished
- Achieved
- Acquired
- Advanced
- Bolstered
- Boosted
- Built

---

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Leadership</th>
<th>Problem Solving</th>
<th>Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzed</td>
<td>Administered</td>
<td>Aided</td>
<td>Accelerated</td>
</tr>
<tr>
<td>Ascertained</td>
<td>Advised</td>
<td>Alleviated</td>
<td>Accomplished</td>
</tr>
<tr>
<td>Assessed</td>
<td>Allocated</td>
<td>Ameliorated</td>
<td>Achieved</td>
</tr>
<tr>
<td>Compared</td>
<td>Allowed</td>
<td>Augmented</td>
<td>Acquired</td>
</tr>
<tr>
<td>Computed</td>
<td>Appointed</td>
<td>Counseled</td>
<td>Advanced</td>
</tr>
<tr>
<td>Conceptualized</td>
<td>Approved</td>
<td>Customized</td>
<td>Bolstered</td>
</tr>
<tr>
<td>Concluded</td>
<td>Assigned</td>
<td>Debugged</td>
<td>Boosted</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Authorized</td>
<td>Eased</td>
<td>Built</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Examined</th>
<th>Enabled</th>
<th>Lightened</th>
<th>Coordinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecasted</td>
<td>Encouraged</td>
<td>Polished</td>
<td>Created</td>
</tr>
<tr>
<td>Formulated</td>
<td>Endorsed</td>
<td>Procured</td>
<td>Demonstrated</td>
</tr>
<tr>
<td>Integrated</td>
<td>Enhanced</td>
<td>Reconciled</td>
<td>Dedicated</td>
</tr>
<tr>
<td>Investigated</td>
<td>Facilitated</td>
<td>Rectified</td>
<td>Enriched</td>
</tr>
<tr>
<td>Justified</td>
<td>Fostered</td>
<td>Reduced</td>
<td>Established</td>
</tr>
<tr>
<td>Measured</td>
<td>Founded</td>
<td>Refined</td>
<td>Expended</td>
</tr>
<tr>
<td>Negotiated</td>
<td>Guided</td>
<td>Rehabilitated</td>
<td>Expedited</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Prescribed</th>
<th>Hired</th>
<th>Reinforced</th>
<th>Minimized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritized</td>
<td>Influenced</td>
<td>Rejuvenated</td>
<td>Mobilized</td>
</tr>
<tr>
<td>Questioned</td>
<td>Instructed</td>
<td>Relieved</td>
<td>Modernized</td>
</tr>
<tr>
<td>Rated</td>
<td>Interviewed</td>
<td>Remedied</td>
<td>Multiplied</td>
</tr>
<tr>
<td>Recommended</td>
<td>Judged</td>
<td>Remodeled</td>
<td>Overhauled</td>
</tr>
<tr>
<td>Researched</td>
<td>Led</td>
<td>Repaired</td>
<td>Pioneered</td>
</tr>
<tr>
<td>Scrutinized</td>
<td>Moderated</td>
<td>Restored</td>
<td>Revamped</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Studied</th>
<th>Motivated</th>
<th>Revised</th>
<th>Spearheaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantiated</td>
<td>Officiated</td>
<td>Settled</td>
<td>Stimulated</td>
</tr>
<tr>
<td>Synthesized</td>
<td>Recruited</td>
<td>Solved</td>
<td>Suggested</td>
</tr>
<tr>
<td>Validated</td>
<td>Sanctioned</td>
<td>Streamlined</td>
<td>Suggested</td>
</tr>
<tr>
<td>Verified</td>
<td>Supervised</td>
<td>Strengthened</td>
<td>Updated</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Synthesized</th>
<th>Validated</th>
<th>Streamlined</th>
<th>Strengthened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzed</td>
<td>Assessed</td>
<td>Examined</td>
<td>Analyzed</td>
</tr>
<tr>
<td>Ascertained</td>
<td>Computed</td>
<td>Computed</td>
<td>Ascertained</td>
</tr>
<tr>
<td>Assessed</td>
<td>Compared</td>
<td>Compared</td>
<td>Assessed</td>
</tr>
<tr>
<td>Compared</td>
<td>Computed</td>
<td>Computed</td>
<td>Compared</td>
</tr>
<tr>
<td>Computed</td>
<td>Conceptualized</td>
<td>Concluded</td>
<td>Computed</td>
</tr>
<tr>
<td>Conceptualized</td>
<td>Concluded</td>
<td>Confirmed</td>
<td>Conceptualized</td>
</tr>
<tr>
<td>Concluded</td>
<td>Confirmed</td>
<td>Confirmed</td>
<td>Concluded</td>
</tr>
</tbody>
</table>

---

|批判|协商|研究|检查|制定|诊断|估计|评估|检验|预测|计划|提问|评价|建议|研究|审查|学习|领导|问题解决|发起|
### Flexibility
- Accommodated
- Adapted
- Adjusted
- Altered
- Amended
- Converted
- Grew
- Tailored
- Improved

### Teamwork
- Assisted
- Contributed
- Mediated
- Partnered
- Collaborated
- Cooperated
- Participated

### Creativity
- Brainstormed
- Constructed
- Designed
- Engineered
- Envisioned
- Fabricated
- Produced
- Shaped
- Illustrated
- Visualized

### Organization
- Arranged
- Centralized
- Consolidated
- Organized
- Recorded
- Assembled
- Charted
- Correlated
- Oriented
- Regulated
- Budgeted
- Classified
- Indexed
- Planned
- Scheduled
- Calculated
- Collected
- Linked
- Processed
- Systematized
- Catalogued
- Complied
- Orchestrated
- Purchased
- Tabulated

### Communication
- Addressed
- Communicated
- Explained
- Persuaded
- Spoke
- Apprised
- Composed
- Wrote
- Presented
- Summarized
- Arbitrated
- Convinced
- Interpreted
- Promoted
- Translated
- Attested
- Corresponded
- Informed
- Published
- Authored
- Drafted
- Lectured
- Queried
- Reported
- Clarified
- Edited
- Marketed

### Additional Action Verbs
- Acted
- Contested
- Figured
- Realized
- Submitted
- Activated
- Contracted
- Guaranteed
- Related
- Surveyed
- Added
- Consented
- Indicated
- Reserved
- Traced
- Admitted
- Contracted
- Instituted
- Reviewed
- Transacted
- Apportioned
- Disbursed
- Involved
- Satisfied
- Traced
- Appraised
- Dispatched
- Issued
- Screened
- Transmitted
- Approximated
- Displayed
- Licensed
- Secured
- Valued
- Attained
- Enlisted
- Maintained
- Served
- Audited
- Executed
- Operated
- Set
- Certified
- Executed
- Performed
- Smoothed
- Commissioned
- Exercised
- Prepared
- Sought
- Committed
- Familiarized
- Programmed
- Specified