

## 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	Critiqued	Examined	Prescribed	Studied
Ascertained	Deciphered	Forecasted	Prioritized	Substantiated
Assessed	Deliberated	Formulated	Projected	synthesized
Compared	Determined	Integrated	Questioned	Validated
Computed	Devised	Investigated	Rated	Verified
Conceptualized	Diagnosed	Justified	Recommended	
Concluded	Estimated	Measured	Researched	
Confirmed	Evaluated	Negotiated	Scrutinized	

#### Leadership

Administered	Chaired	Enabled	Hired	Motivated
Advised	Coached	Encouraged	Influenced	Officiated
Allocated	Delegated	Endorsed	Instructed	Recruited
Allowed	Directed	Enhanced	Interviewed	Sanctioned
Appointed	Educated	Facilitated	Judged	Supervised
Approved	Elicited	Fostered	Led	Trained
Assigned	Employed	Founded	Moderated	
Authorized	Empowered	Guided	Monitored	

#### Problem Solving

Aided	Enlarged	Lightened	Reinforced	Revived
Alleviated	Extended	Polished	Rejuvenated	Settled
Ameliorated	Extracted	Procured	Relieved	Solicited
Augmented	Finalized	Reconciled	Remedied	Solved
Counseled	Fulfilled	Rectified	Remodeled	Streamlined
Customized	Generated	Reduced	Repaired	Strengthened
Debugged	Identified	Refined	Restored	Supplemented
Eased	Interceded	Reformed	Retrieved	Transformed
Elevated	Invented	Rehabilitated	Revitalized	

#### Initiative

Accelerated	Coordinated	Implemented	Minimized	Revised
Accomplished	Created	Improved	Mobilized	Spearheaded
Achieved	Dedicated	Increased	Modernized	Stimulated
Acquired	Demonstrated	Initiated	Modified	Suggested
Advanced	Enriched	Innovated	Multiplied	Updated
Bolstered	Established	Inspired	Overhauled	Upgraded
Boosted	Expanded	Introduced	Pioneered	
Built	Expedited	Launched	Revamped	

## Action Verbs Cont'd

### Flexibility

Accommodated	Adjusted	Amended	Converted	Improvised
Adapted	Altered	Balanced	Grew	Tailored

### Teamwork

Assisted	Contributed	Mediated	Partnered
Collaborated	Cooperated	Participated	

### Creativity

Brainstormed	Designed	Envisioned	Illustrated	Shaped
Constructed	Engineered	Fabricated	Produced	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	Informed	Promoted	Translated
Attested	Corresponded	Interpreted	Publicized	
Authored	Drafted	Lectured	Queried	
Clarified	Edited	Marketed	Reported	

### Additional Action Verbs

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