

Action Verb List

The action verb list provides you with words that communicate your skills, experiences and work values in a way that helps the employer picture you doing the work. The more you can convey your work ethic through your descriptions, the more the reader will be interested in you and what you have to offer.

Communication & People Skills

Addressed	Debated	Joined	Reconciled
Advertised	Defined	Judged	Recruited
Arranged	Developed	Lectured	Referred
Articulated	Drafted	Listened	Reinforced
Authored	Clarified	Edited	Marketed
Collaborated	Elicited	Mediated	Resolved
Communicated	Explained	Moderated	Responded
Composed	Expressed	Negotiated	Solicited
Condensed	Formulated	Observed	Specified
Conferred	Furnished	Outlined	Spoke
Consulted	Incorporated	Participated	Suggested
Contacted	Influenced	Persuaded	Summarized
Conveyed	Interacted	Presented	Synthesized
Convinced	Interpreted	Promoted	Translated
Corresponded	Interviewed	Proposed	
	Involved	Publicized	

Helping Skills

Adapted	Collaborated	Expedited	Provided
Advocated	Contributed	Facilitated	Referred
Aided	Cooperated	Furthered	Rehabilitated
Answered	Counseled	Guided	Represented
Arranged	Demonstrated	Helped	Resolved
Assessed	Diagnosed	Insured	Simplified
Assisted	Educated	Intervened	Supplied
Clarified	Encouraged	Motivated	Supported
Coached	Ensured	Prevented	Volunteered

Creative Skills

Adapted	Developed	Illustrated	Originated
Combined	Directed	Initiated	Performed
Composed	Displayed	Instituted	Photographed
Conceptualized	Entertained	Integrated	Planned
Condensed	Established	Introduced	Revised
Created	Fashioned	Invented	Revitalized
Customized	Formulated	Modeled	Shaped
Designed	Founded	Modified	Solved

Teaching Skills

Adapted	Developed	Guided	Stimulated
Applied	Differentiated	Individualized	Taught
Clarified	Enabled	Informed	Tested
Coached	Encouraged	Instilled	Trained
Communicated	Evaluated	Instructed	Transmitted
Conducted	Explained	Motivated	Tutored
Coordinated	Facilitated	Persuaded	
Critiqued	Focused	Simulated	

Examples of phrases that communicate your abilities professionally

Instead of	You might consider
Set up/Start up	Arrange, Engineer, Found, Initiate, Introduce, Invent, Organize, Spearhead
Put together	Accumulate, Arrange, Assemble, Collect, Compile, Construct, Coordinate, Organize
Write	Compose, Draft, Formulate
Keep track	Maintain
Help	Assist, Support
Watch over	Oversee, supervise
Lead	Conduct, Direct, Guide, Head
Make	Create, Develop, Devise, Establish, Formulate, Invent, Produce
Make better	Improve, Overhaul, Restructure, Revise, Revitalize, Streamline, Strengthen, Transform, Upgrade
Make bigger	Enlarge, Expand, Increase
Check over	Analyze, Examine, Inspect, Monitor, Review, Verify
Make sure	Assure, Ensure
Give	Present, Provide, Supply, Distribute
Show	Demonstrate, Display, Instruct
Fill out	Complete
Get	Acquire, Obtain, Secure

Action Verb List Continued

Organizational Skills

Approved	Coded	Executed	Maintained	Prepared	Reserved	Submitted
Arranged	Collected	Filed	Monitored	Processed	Responded	Supplied
Catalogued	Compiled	Generated	Obtained	Provided	Reviewed	Standardized
Categorized	Corrected	Incorporated	Operated	Purchased	Routed	Systematized
Charted	Corresponded	Inspected	Ordered	Recorded	Scheduled	Updated
Classified	Distributed	Logged	Organized	Registered	Screened	Verified

Management/Leadership Skills

Administered	Consolidated	Eliminated	Hired	Managed	Prioritized	Restored
Analyzed	Contracted	Emphasized	Hosted	Merged	Produced	Reviewed
Appointed	Controlled	Enforced	Improved	Motivated	Streamlined	Scheduled
Approved	Converted	Enhanced	Incorporated	Navigated	Strengthened	Secured
Assigned	Coordinated	Established	Increased	Organized	Supervised	Selected
Attained	Decided	Executed	Initiated	Overhauled	Terminated	Spearheaded
Authorized	Delegated	Generated	Inspected	Oversaw	Recommended	Mediated
Chaired	Developed	Handled	Instituted	Planned	Reorganized	
Considered	Directed	Headed	Led	Presided	Replaced	

Problem Solving Skills

Aided	Elevated	Fulfilled	Procured	Reformed	Revived	Strengthened
Augmented	Enlarged	Generated	Reconciled	Rehabilitated	Settled	Supplemented
Counseled	Extended	Identified	Rectified	Reinforced	Solicited	Transformed
Customized	Extracted	Interceded	Reduced	Remedied	Solved	Improvvised
Eased	Finalized	Invented	Refined	Revitalized	Streamlined	Accelerated

Technical Skills

Adapted	Computed	Designed	Maintained	Rectified	Restored	Standardized
Applied	Conversed	Determined	Operated	Regulated	Secured	Updated
Assembled	Constructed	Engineered	Overhauled	Remodeled	Selected	Upgraded
Augmented	Converted	Fabricated	Printed	Repaired	Solved	Utilized
Calculated	Debugged	Fortified	Programmed	Replaced	Specialized	

Financial Skills

Administered	Appraised	Budgeted	Corrected	Forecasted	Netted	Projected
Adjusted	Assessed	Calculated	Determined	Managed	Planned	Qualified
Allocated	Audited	Computed	Developed	Marketed	Prepared	Reconciled
Analyzed	Balanced	Conserved	Estimated	Measured	Programmed	Reduced

Research Skills

Analyzed	Critiqued	Examined	Gathered	Located	Reviewed	Systematized
Clarified	Detected	Experimented	Inspected	Measured	Searched	Tested
Collected	Determined	Explored	Interviewed	Organized	Solved	Transmitted
Compared	Diagnosed	Extracted	Invented	Prepared	Summarized	
Conducted	Evaluated	Formulated	Investigated	Researched	Surveyed	