

ACTION VERBS

Use action words to get your point across clearly, efficiently, and with impact. Here are a few suggestions, listed by functional areas, to help you get started.

ANALYTICAL/ FINANCE

Allocate
Appraise
Audit
Balance
Bill
Budget
Calculate
Check
Compare
Determine
Distinguish
Estimate
Factor
Forecast
Isolate
Observe
Project
Reason
Reconcile
Sort
Tabulate

CLERICAL/ ADMINISTRATIVE

Archive
Arrange
Classify
Collate
Collect
Compile
Document
Generate
Implement
Inspect
Inventory
Log
Maintain
Maintain records
Monitor
Operate
Order
Organize
Prepare
Process
Purchase
Record
Reorganize
Retrieve
Schedule
Screen
Specify

COMMUNICATION

Address
Advertise
Arbitrate
Arrange
Author
Collaborate

Communicate
Contact
Correspond
Detail
Direct
Draft
Edit
Enlist
Formulate
Influence
Interpret
Invite
Market
Mediate
Meet with
Moderate
Negotiate
Persuade
Present
Promote
Publicize
Publish
Reconcile
Recruit
Represent
Respond
Sell
Solicit
Speak
Transcribe
Translate
Write

TEACHING/ TRAINING

Advise
Assess
Assist
Clarify
Coach
Conduct
Coordinate
Counsel
Critique
Educate
Enable
Encourage
Evaluate
Explain
Facilitate
Teach
Train

CREATIVE

Act
Adapt
Compose
Conceive
Conceptualize
Create
Customize

Design
Develop
Discover
Enhance
Establish
Fashion
Founded
Illustrate
Initiate
Innovate
Institute
Integrate
Introduce
Invent
Make
Modify
Originate
Perform
Plan
Propose
Redesign
Remodel
Restructure
Revitalize
Shape
Simplify
Suggest
Transform

LEADERSHIP/MGMT.

Administer
Analyze
Approve
Assign
Authorize
Chair
Consolidate
Contract
Control
Coordinate
Cultivate
Decide
Delegate
Designate
Develop
Direct
Disprove
Encourage
Evaluate
Execute
Handle
Head
Hire
Instigate
Judge
Launch
Lead
Lobby
Manage
Motivate
Orchestrate

Organize
Oversee
Plan
Prioritize
Provide
Recommend
Recruit
Regulate
Review
Serve as
Serve on
Set up
Supervise
Validate

TECHNICAL SKILLS

Analyze
Assemble
Automate
Build
Calculate
Code
Compute
Configure
Construct
Convert
Create
Debug
Design
Develop
Devise
Diagnose
Draft
Engineer
Evaluate
Fabricate
Inspect
Install
Maintain
Make
Manufacture
Operate
Overhaul
Process
Produce
Program
Remodel
Repair
Solve
Survey
Test
Upgrade
Validate
Verify

TEAMWORK

Collaborate with
Contribute
Participate in
Discuss

RESEARCH

Accumulate
Acquire
Clarify
Collect
Compile
Critique
Diagnose
Document
Examine
Extract
Extrapolate
Find
Gather
Identify
Interview
Investigate
Organize
Read
Report
Research
Review
Study
Summarize
Survey
Synthesize
Systematize
Verify

RESULTS/ ACCOMPLISHMENTS

Accomplish
Achieve
Act
Advance
Assume responsibility
Attain
Close (a deal)
Complete
Decrease
Deliver
Demonstrate
Earn
Eliminate
Enlarge
Expand
Expedite
Improve
Increase
Meet deadlines
Obtain
Produce
Recognized as
Reduce
Resolve
Restore
Solidify
Streamline
Strengthen
Transform
Win