

## 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