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
- 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

**CREATIVE**
- Act
- Adapt
- Compose
- Conceive
- Conceptualize
- Create
- Customize

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

**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
- Develop
- Devise
- Diagnose
- Draft
- Engineer
- Evaluate
- Fabricate
- Inspect
- Install
- Maintain
- Make
- Manufacture
- Operate
- Overhaul
- Process
- Produce
- Program
- Remodel
- Repair
- Solve
- Survey
- Test
- Transform
- 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

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