ACTION VERB LIST

Use Action Verbs – Certain words evoke confidence and authority. When offering examples of past job requirements, be sure to start each sentence, phrase, or bullet with an action word such as the ones listed below.

- accelerated
- accomplished
- achieved
- adapted
- adjusted
- aided
- allocated
- amplified
- analyzed
- answered
- applied
- appointed
- approved
- arbitrated
- arranged
- assembled
- assisted
- assumed
- attained
- augmented
- awarded
- began
- brought
- built
- catalogued
- chaired
- cleaned
- co-led
- compared
- compiled
- completed
- conceived
- conducted
- constructed
- consulted
- contracted
- contrived
- controlled
- convinced
- cooperated
- coordinated
- counseled
- created
- dealt
- defined
- delegated
- delivered
- demonstrated
- designed
- determined
- developed
- devised
- devoted
- diagnosed
- diagrammed
- directed
- displayed
- distributed
- edited
- effected
- eliminated
- employed
- encouraged
- enlisted
- equipped
- established
- estimated
- evaluated
- examined
- expanded
- expedited
- experienced
- extended
- facilitated
- focused
- forecast
- fortified
- founded
- generated
- guided
- handled
- harmonized
- headed
- implemented
- improved
- incorporated
- increased
- influenced
- initiated
- inspected
- instructed
- interpreted
- introduced
- launched
- learned
- led
- lectured
- listed
- maintained
- managed
- modified
- molded
- monitored
- motivated
- negotiated
- observed
- operated
- orchestrated
- organized
- orientated
- originated
- oversaw
- overhauled
- participated
- performed
- persuaded
- planned
- pinpointed
- prepared
- presented
- preserved
- produced
- programmed
- promoted
- proposed
- proved
- provided
- ran
- received
- recommended
- reconciled
- recorded
- recruited
- read
- re-established
- regulated
- rehearsed
- reinforced
- renegotiated
- reorganized
- repaired
- researched
- reshaped
- restored
- revamped
- reviewed
- revised
- scheduled
- selected
- served
- set up
- simplified
- sold
- solved
- specialized
- stimulated
- streamlined
- structured
- substituted
- suggested
- summarized
- supervised
- supported
- systematized
- taught
- teamed
- trained
- treated
- tutored
- unified
- updated
- used
- utilized
- volunteered
- widened
- worked
- wrote

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