



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