

## Action Verbs For Use In The Job Search

Accelerated	Defined	Handled	Prescribed
Accomplished	Delegated	Headed	Presented
Achieved	Delivered	Helped	Presided
Acted	Demonstrated	Hypothesized	Problem-solved
Adapted	Designed	Identified	Processed
Adjusted	Detailed	Illustrated	Produced
Administered	Detected	Imagined	Programmed
Advised	Determined	Implemented	Progressed
Advocated	Developed	Improved	Projected
Allocated	Devised	Improvised	Promoted
Analyzed	Diagnosed	Increased	Proofread
Applied	Directed	Influenced	Provided
Approved	Disapproved	Informed	Publicized
Arranged	Disbursed	Initiated	Published
Assembled	Discovered	Inspired	Purchased
Asserted	Dispensed	Installed	Questioned
Assessed	Displayed	Instituted	Recommended
Assigned	Dissected	Instructed	Reduced
Assisted	Distributed	Integrated	Regulated
Attained	Earned	Interpreted	Represented
Audited	Edited	Interviewed	Researched
Authorized	Effected	Introduced	Responded
Budgeted	Eliminated	Inventoried	Restricted
Calculated	Enacted	Investigated	Reviewed
Catalogued	Encouraged	Judged	Revised
Chaired	Enforced	Learned	Saved
Charged	Engineered	Lectured	Scheduled
Charted	Enhanced	Logged	Served
Checked	Enlarged	Maintained	Set
Classified	Enlisted	Managed	Set-up
Coached	Entrusted	Manipulated	Shared
Collected	Equipped	Measured	Showed
Communicated	Established	Memorized	Sold
Compared	Estimated	Modeled	Sorted
Completed	Evaluated	Moderated	Specified
Complied	Evolved	Monitored	Straightened
Composed	Examined	Motivated	Studied
Computed	Excelled	Negotiated	Summarized
Conducted	Executed	Observed	Supervised
Conformed	Exemplified	Obtained	Supplied
Conserved	Exerted	Offered	Taught
Consolidated	Expanded	Operated	Trained
Constructed	Expedited	Ordered	Transformed
Consulted	Experimented	Organized	Translated
Contracted	Explained	Originated	Traveled
Controlled	Expressed	Oversaw	Trouble-shoot
Converted	Figured	Perceived	Tutored
Convinced	Financed	Performed	Understood
Coordinated	Formulated	Persisted	Updated
Correlated	Founded	Persuaded	Upgraded
Counseled	Gathered	Pioneered	Verbalized
Created	Generated	Planned	
Dealt	Granted	Predicted	
Decided	Guided	Prepared	