



Career Center

ACTION VERBS

When describing a current job or project, use these verbs; if you are describing a past job or project, make sure to change these verbs into their past-tense endings.

Bolded words are especially good for describing accomplishments.

MANAGEMENT & LEADERSHIP

Administer	Analyze	Appoint	Assign	Attain	Chair
Consolidate	Contract	Coordinate	Delegate	Develop	Direct
Eliminate	Enhance	Ensure	Establish	Evaluate	Execute
Generate	Handle	Hire	Improve	Incorporate	Increase
Initiate	Institute	Interview	Lead	Manage	Mediate
Merge	Moderate	Motivate	Negotiate	Organize	Originate
Outline	Oversee	Plan	Preside	Prioritize	Produce
Recommend	Recruit	Reorganize	Resolve	Review	Schedule
Strengthen	Supervise	Support	Transition	Unify	

COMMUNICATION

Address	Arbitrate	Arrange	Author	Authorize	Collaborate
Communicate	Compose	Convince	Correspond	Define	Develop
Direct	Draft	Edit	Enlist	Formulate	Influence
Incorporate	Interact	Interpret	Lecture	Market	Mediate
Moderate	Motivate	Negotiate	Persuade	Present	Promote
Propose	Publicize	Reconcile	Recruit	Report	Resolve
Speak	Transcribe	Translate	Verbalize	Write	

ORGANIZATION

Approve	Arrange	Categorize	Catalog	Classify	Collect
Compile	Condense	Define	Distribute	Execute	File
Generate	Implement	Incorporate	Inspect	Maintain	Monitor
Operate	Order	Organize	Outline	Prepare	Process
Purchase	Record	Report	Retrieve	Schedule	Screen
Specify	Systematize	Standardize	Tabulate	Update	Validate

RESEARCH

Clarify	Collect	Critique	Diagnose	Evaluate	Examine
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Extract Organize	Identify Review	Inspect Summarize	Interpret Survey	Interview	Investigate
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TECHNICAL

Assemble	Build	Calculate	Compute	Design	Devise
Engineer	Fabricate	Maintain	Operate	Overhaul	Program
Remodel	Repair	Solve	Train	Troubleshoot	Upgrade

FINANCIAL

Administer	Allocate	Analyze	Appraise	Audit	Balance
Budget	Calculate	Compute	Develop	Forecast	Manage
Market	Plan	Project	Research	Reconcile	Report
Target					

HELPING & TEAMWORK

Advocate	Aid	Assess	Clarify	Coach	Collaborate
Contribute	Counsel	Demonstrate	Diagnose	Educate	Ensure
Expedite	Facilitate	Familiarize	Guide	Mediate	Moderate
Participate	Refer	Represent	Resolve	Support	Volunteer
Unite					

CREATIVE

Act	Compose	Conceptualize	Create	Customize	Design
Develop	Direct	Establish	Fashion	Found	Illustrate
Initiate	Institute	Integrate	Introduce	Invent	Market
Originate	Perform	Plan	Promote	Propose	Revitalize
Shape	Transform				