

Strong Action Verbs

The categories below represent skills and qualities employers, and graduate schools often say they want candidates to demonstrate on a resume. Use these action verbs to describe your experiences. Remember to add in numbers, dollars, and percentages when possible.

Organizational

Approve
 Arrange
 Categorize
 Classify
 Code
 Collaborate
 Collect
 Compile
 Conserve
 Consolidate
 Correct
 Diagram
 Distribute
 Enlist
 Execute
 Expedite
 Extract
 Generate
 Identify

Implement
 Incorporate
 Inspect
 Integrate
 Join
 Log
 Maintain
 Monitor
 Obtain
 Operate
 Organize
 Prepare
 Prioritize
 Process
 Purchase
 Record
 Reshape
 Reorganize
 Respond

Retrieve
 Revamp
 Review
 Revise
 Schedule
 Screen
 Set up
 Shape
 Specialize
 Specify
 Streamline
 Substitute
 Standardize
 Systematize
 Tabulate
 Target
 Update
 Validate

Creative

Act
 Adapt
 Advertise
 Begin
 Broaden
 Combine
 Compose
 Conceive
 Condense
 Conceptualize
 Conduct
 Create
 Customize
 Demonstrate
 Design
 Develop
 Direct
 Discover
 Display
 Draft
 Dramatize
 Draw

Entertain
 Establish
 Execute
 Exhibit
 Explore
 Fashion
 Forge
 Formulate
 Found
 Illustrate
 Imagine
 Improvise
 Initiate
 Institute
 Integrate
 Introduce
 Invent
 Market
 Model
 Modernize
 Modify
 Originate

Perform
 Photograph
 Pilot
 Pioneer
 Plan
 Present
 Produce
 Recommend
 Redesign
 Rehearse
 Remodel
 Renovate
 Replace
 Revise
 Revitalize
 Shape
 Sketch
 Spearhead
 Transform

Financial

Account for

Adjust

Administer

Allocate
Analyze
Appraise
Audit
Balance
Budget
Calculate
Compute
Conserve
Control
Correct

Determine
Develop
Estimate
Finance
Forecast
Manage
Market
Measure
Monitor
Net
Plan

Prepare
Procure
Project
Purchase
Qualify
Reconcile
Reduce
Research
Retrieve
Transfer

Helping

Adapt
Advise
Advocate
Aid
Answer
Anticipate
Arrange
Assess
Clarify
Coach
Collaborate
Contribute
Cooperate
Counsel
Deliver
Demonstrate
Diagnose

Educate
Enable
Encourage
Enlist
Ensure
Evaluate
Expedite
Facilitate
Familiarize
Foster
Guide
Handle
Help
Moderate
Observe
Orient
Predict

Prescribe
Protect
Prevent
Provide
Reconcile
Rectify
Refer
Rehabilitate
Represent
Resolve
Serve
Simplify
Supply
Support
Volunteer

Leadership/Management

Accomplish
Account for
Administer
Adjust
Analyze
Appoint
Approve
Assign
Assume
Attain
Chair
Choose
Conceptualize
Conduct
Consolidate
Consult
Contact
Contract
Coordinate
Decide
Decrease
Delegate
Design
Determine
Develop
Devote
Direct
Dispatch
Dispense

Eliminate
Employ
Emphasize
Enforce
Enhance
Establish
Evaluate
Execute
Formulate
Generate
Handle
Head
Hire
Implement
Improve
Incorporate
Increase
Initiate
Institute
Lead
Leverage
Manage
Maintain
Merge
Motivate
Orchestrate
Order
Organize
Overhaul

Oversee
Plan
Perfect
Preserve
Preside
Prioritize
Produce
Propose
Protect
Realize
Recommend
Recruit
Regulate
Reorganize
Replace
Review
Revitalize
Reward
Save
Set goals
Schedule
Streamline
Strengthen
Supervise
Terminate
Unify

Communication

Address
Advertise
Arbitrate
Arrange
Ascertain
Author
Brief
Collaborate
Communicate
Compose
Confront
Consult
Contact
Convey
Convince
Correspond
Define
Describe
Develop
Direct
Document
Draft
Edit

Educate
Elicit
Enlist
Explain
Express
Follow-up
Formulate
Incorporate
Influence
Inform
Interact
Interpret
Interview
Involve
Lecture
Market
Mediate
Meet
Moderate
Motivate
Negotiate
Network
Observe Outline

Participate
Persuade
Present
Promote
Publicize
Publish
Question
Reconcile
Recruit Refer
Reinforce
Report
Resolve
Respond
Solicit
Specify
Speak
Stipulate
Suggest
Summarize
Synthesize
Translate
Write

Problem-Solving/Analytical

Accumulate
Acquire
Address
Analyze
Brainstorm
Calculate
Chart
Clarify
Collaborate
Collect
Compare
Conduct
Diagnose
Design
Detect

Determine
Discover
Disprove
Evaluate
Examine
Extract
Formulate
Gather
Hypothesize
Identify
Interpret
Interview
Investigate
Modify
Organize

Reduce
Remedy
Research
Revamp
Review
Revitalize
Revive
Solve
Study
Summarize
Survey
Troubleshoot

Results

Accelerate
Accomplish
Achieve
Add
Advance
Attain
Augment
Award
Complete
Compound
Contribute
Decrease
Demonstrate
Double
Eliminate
Enlarge
Establish

Exceed
Excel
Expand
Extend
Fortify
Improve
Increase
Initiate
Introduce
Launch
Lower costs
Map
Maximize
Measure
Minimize
Obtain
Pioneer

Prove
Reduce
Reinstate
Resolve
Secure
Solicit
Stabilize
Standardize
Succeed
Transform
Trim
Triple
Validate
Widen
Win

Teaching

Accept
Adapt
Advise
Analyze
Apply
Appraise
Appreciate
Assess
Assign
Attend
Categorize
Challenge
Choose
Clarify
Coach
Command
Communicate
Complement
Conduct
Consider
Cooperate
Coordinate
Correct
Critique
Define
Demonstrate
Designate
Develop
Direct
Discipline
Educate

Elaborate
Elicit
Emphasize
Enable
Encourage
Evaluate
Excite
Explain
Explore
Facilitate
Focus
Generate
Guide
Head
Hypothesize
Identify
Implement
Incorporate
Indicate
Individualize
Infer
Inform
Initiate
Inquire
Instill
Instruct
Integrate
Interact
Investigate
Listen
Model

Modify
Motivate
Observe
Organize
Persuade
Ponder Postulate
Praise
Provoke
Question
Reinforce
Rephrase
Research
Reward
Set goals
Set standards
Simplify
Solicit
Speculate
State
Stimulate
Structure
Synthesize
Systematize
Teach
Thank
Theorize
Train
Tutor

Technical/Research

Activate
Adapt
Apply
Appraise
Assemble
Begin
Build
Calculate
Compute
Configure
Conserve
Consolidate
Construct
Contrive
Convert
Coordinate
Create
Define

Deliver
Design
Detect
Determine
Develop
Devise
Display
Experiment
Exhibit
Fabricate
Formulate
Fortify
Implement
Install
Integrate
Investigate
Maintain
Navigate

Operate
Overhaul
Participate
Program
Reconfigure
Rehabilitate
Remodel
Repair
Rectify
Regulate
Resolve
Screen
Service
Solve
Streamline
Supply
Survey