

Action Verbs

Can't decide how to phrase something?

Looking for a specific descriptive word?

Check out these Action verbs you can use on your resume, cover letter and more!

Accelerated
Accomplished
Achieved
Adapted
Administered
Aided
Allocated
Analyzed
Answered
Approved
Arranged
Assessed
Assisted
Attained
Authorized
Balanced
Broadened
Budgeted
Calculated
Captured
Chaired
Challenged
Coached
Collected
Communicated
Compared
Compiled
Completed
Computed
Conceptualized
Condensed
Conducted
Conferred
Controlled
Consulted
Constructed
Consulted
Contracted
Coordinated
Corresponded
Counseled
Created
Critiqued
Delegated
Demonstrated
Designed
Determined

Developed
Devised
Directed
Displayed
Distributed
Drafted
Earned
Educated
Effected
Eliminated
Employed
Enabled
Enhanced
Encouraged
Engineered
Enlarged
Enriched
Established
Evaluated
Examined
Expanded
Exchanged
Executed
Expedited
Experienced
Explored
Extended
Facilitated
Focused
Followed
Forecasted
Formulated
Found
Generated
Guided
Handled
Helped
Hired
Identified
Illustrated
Implemented
Improved
Increased
Influenced
Informed
Initiated
Innovated

Inquired
Inspected
Installed
Instituted
Instructed
Interpreted
Interviewed
Introduced
Invented
Investigated
Launched
Learned
Lectured
Led
Linked
Listed
Maintained
Managed
Marketed
Mastered
Merged
Modelled
Modified
Monitored
Motivated
Negotiated
Observed
Operated
Ordered
Organized
Originated
Oriented
Oversaw
Participated
Performed
Persuaded
Pinpointed
Planned
Prepared
Presented
Problem solved
Processed
Produced
Proficient
Profited
Programmed
Progressed

Projected
Promoted
Proposed
Proved
Provided
Publicized
Published
Purchased
Qualified
Quantified
Questioned
Read
Received
Recommended
Reconstructed
Recorded
Recruited
Redefined
Reduced
Referred
Regulated
Reinforced
Reinvented
Rendered
Reorganized
Repaired
Represented
Requested
Required
Researched
Responded
Responsible
Restructured
Revamped
Reviewed
Revised
Revitalized
Revived
Rewrote
Scheduled
Screened
Selected
Set up
Solved
Strategized

Streamlined
Strengthened
Structured
Styled
Substituted
Summarized
Supervised
Supported
Surveyed
Suggested
Synthesized
Systematized
Tabulated
Taught
Tended
Tested
Traded
Treated
Trained
Transformed
Transcribed
Transferred
Translated
Troubleshoot
Tutored
Understood
Unified
United
Updated
Upgraded
Used
Utilized
Valuated
Verified
Volunteered
Waned
Warned
Weighed
Welcomed
Won
Worked
Wrote
Yielded