

Action verbs

Following is a list of action verbs that may be used to describe your achievements, contributions and responsibilities in your cover letter, résumé or CV. When using these verbs, remember to use the appropriate tense.

Abstract	Award	Cooperate	Enhance	Improve	Modify	Purchase	Sponsor
Accelerate	Balance	Coordinate	Ensure	Incorporate	Monitor	Realign	Standardize
Accept	Budget	Counsel	Establish	Increase	Motivate	Receive	Stimulate
Accomplish	Calculate	Count	Estimate	Influence	Navigate	Recognize	Streamline
Achieve	Capture	Create	Evaluate	Inform	Negotiate	Recommend	Strengthen
Acquire	Centralize	Critique	Examine	Initiate	Obtain	Reconcile	Structure
Address	Clarify	Cultivate	Execute	Innovate	Operate	Record	Study
Adjust	Coach	Customize	Expand	Inspect	Order	Recruit	Suggest
Administer	Collaborate	Debug	Explore	Install	Organize	Reduce	Summarize
Adopt	Collect	Decide	Extend	Instruct	Outline	Refer	Supervise
Advance	Combine	Define	Extract	Integrate	Overhaul	Regulate	Support
Advertise	Command	Delegate	Facilitate	Interact	Oversaw	Reinforce	Survey
Advocate	Communicate	Deliver	File	Interpret	Participate	Report	Sustain
Aid	Compare	Demonstrate	Finalize	Interview	Perform	Represent	Synthesize
Allocate	Compile	Design	Finance	Introduce	Persuade	Research	Tabulate
Alter	Complete	Designate	Form	Invent	Plan	Resolve	Target
Analyze	Compute	Determine	Formulate	Inventory	Predict	Respond	Teach
Apply	Conceive	Develop	Fundraise	Investigate	Prepare	Restore	Test
Appoint	Conclude	Devise	Furnish	Involve	Present	Restructure	Track
Appraise	Condense	Direct	Gain	Join	Prevent	Retrieve	Train
Approve	Conduct	Distribute	Gather	Launch	Print	Review	Transform
Arrange	Conserve	Document	Generate	Lead	Prioritize	Revise	Translate
Assemble	Consolidate	Draft	Govern	Maintain	Process	Revitalize	Undertook
Assess	Construct	Edit	Head	Manage	Procure	Schedule	Update
Assign	Consult	Emphasize	Help	Manufacture	Produce	Secure	Upgrade
Assist	Contribute	Employ	Hire	Market	Program	Select	Use
Attain	Control	Empower	Host	Maximize	Promote	Sell	Utilize
Audit	Convert	Enact	Identify	Measure	Propose	Solve	Validate
Augment	Convey	Enforce	Illustrate	Mentor	Provide	Spearhead	Verify
Authorize	Convince	Engineer	Implement	Merge	Publicize	Specialize	Volunteer

