

Action Verbs

Use action verbs in elevator speeches, presentations and cover letters. They create strong impressions by suggesting visual images. Use action verbs in your story's solution.

| Management | Communication | Research | Technical | Teaching |
|-------------------|----------------------|-----------------|------------------|-----------------|
| achieved | addressed | clarified | analyzed | adapted |
| administered | arbitrated | collected | assembled | advised |
| analyzed | arranged | conceived | built | clarified |
| assigned | authored | critiqued | calculated | coached |
| attained | communicated | detected | computed | communicated |
| conceived | corresponded | diagnosed | designed | coordinated |
| consolidated | counseled | disproved | devised | defined |
| coordinated | developed | evaluated | engineered | developed |
| decided | defined | examined | fabricated | enabled |
| delegated | directed | extracted | inspected | encouraged |
| developed | drafted | identified | maintained | evaluated |
| directed | edited | inspected | operated | explained |
| encouraged | enlisted | interpreted | overhauled | facilitated |
| evaluated | formulated | interviewed | programmed | guided |
| executed | influenced | investigated | remodeled | informed |
| implemented | interpreted | organized | repaired | initiated |
| improved | lectured | researched | solved | instructed |
| incorporated | mediated | reported | trained | instructed |
| increased | moderated | reviewed | upgraded | lectured |
| inspired | motivated | searched | | persuaded |
| launched | negotiated | studied | | presented |
| led | persuaded | summarized | | set goals |
| motivated | promoted | surveyed | | stimulated |
| organized | publicized | systematized | | taught |
| outlined | reconciled | wrote | | trained |
| oversaw | reunited | | | updated |
| prioritized | renegotiated | | | |
| produced | reported | | | |
| recommended | researched | | | |
| reevaluated | summarized | | | |
| reported | spoke | | | |
| reviewed | translated | | | |
| scheduled | wrote | | | |
| strengthened | | | | |
| supervised | | | | |

united

| Financial | Creative | Helping | Clerical or Detail |
|------------------|-----------------|----------------|---------------------------|
| adjusted | acted | advised | activated |
| administered | applied | aided | altered |
| allocated | composed | assessed | assembled |
| analyzed | conceived | assisted | approved |
| appraised | conceptualized | brought | arranged |
| audited | created | clarified | catalogued |
| balanced | designed | coached | classified |
| budgeted | developed | coordinated | collected |
| calculated | directed | counseled | compiled |
| compared | established | dealt | described |
| computed | evaluated | demonstrated | dispatched |
| developed | fashioned | diagnosed | edited |
| estimated | formed | educated | estimated |
| forecast | formulated | encouraged | executed |
| forecasted | founded | enlisted | gathered |
| managed | illustrated | expedited | generated |
| marketed | instituted | facilitated | implemented |
| planned | integrated | familiarized | inspected |
| projected | introduced | guided | listed |
| reevaluated | invented | inspired | maintained |
| reconciled | molded | maintained | monitored |
| researched | originated | modified | observed |
| sold | perceived | performed | operated |
| | performed | referred | organized |
| | planned | rehabilitated | overhauled |
| | presented | represented | prepared |
| | produced | supported | processed |
| | refined | upheld | proofread |
| | rewrote | | published |
| | updated | | recorded |
| | | | reduced |
| | | | retrieved |
| | | | screened |
| | | | specified |
| | | | streamlined |
| | | | systematized |

Additional Action Verbs

| | | | | |
|--------------|--------------|-------------|---------------|--------------|
| anticipated | experimented | lifted | received | scheduled |
| arbitrated | explained | listened | recommended | selected |
| charted | expressed | logged | reconciled | sensed |
| checked | extracted | maintained | painted | separated |
| classified | filed | made | perceived | served |
| collected | financed | managed | performed | sewed |
| completed | fixed | manipulated | persuaded | shaped |
| conducted | followed | mediated | photographed | shared |
| conserved | formulated | memorized | piloted | showed |
| consolidated | founded | modeled | predicted | sketched |
| constructed | gathered | monitored | prepared | solved |
| controlled | gave | motivated | prescribed | sorted |
| coordinated | generated | navigated | presented | summarized |
| counseled | guided | negotiated | printed | supervised |
| created | handled | observed | processed | supplied |
| defined | hypothesized | obtained | produced | symbolized |
| delivered | identified | offered | programmed | synergized |
| detailed | illustrated | operated | projected | synthesized |
| detected | imagined | ordered | promoted | systematized |
| determined | implemented | organized | protected | talked |
| devised | improved | originated | provided | taught |
| diagnosed | improvised | painted | publicized | tended |
| directed | increased | perceived | purchased | tested |
| discovered | influenced | performed | recorded | trained |
| dispensed | informed | persuaded | recruited | transcribed |
| displayed | initiated | piloted | reduced | translated |
| disproved | innovated | planned | referred | traveled |
| dissected | inspected | played | rehabilitated | treated |
| distributed | installed | predicted | related | troubleshoot |
| diverted | instituted | prepared | rendered | tutored |
| dramatized | instructed | prescribed | repaired | typed |
| drove | integrated | presented | reported | unified |
| eliminated | interpreted | printed | represented | united |
| empathized | interviewed | processed | researched | upgraded |
| enforced | invented | produced | resolved | used |
| established | inventoried | programmed | responded | utilized |
| estimated | investigated | questioned | restored | verbalized |
| evaluated | judged | raised | retrieved | warned |
| examined | led | realized | reviewed | washed |

expanded

learned

reasoned

risked

weighed