

ACTION VERBS

Start your resume bullets with strong, impactful action verbs. Here's a list by competency to help..

CRITICAL THINKING

adjust	develop	plan
administer	devise	prepare
alleviate	diagnose	prioritize
allocate	differentiate	process
analyze	discover	procure
anticipate	engineer	program
arrange	envision	realize
assess	evaluate	recommend
brainstorm	facilitate	rectify
collaborate	find	research
collect	forecast	resolve
commit	formulate	revamp
compare	identify	review
complete	Implement	revise
conceive	incorporate	Schedule
confirm	interpret	scrutinize
consider	investigate	solve
correct	judge	strategize
create	lead	study
critique	link	suggest
debug	measure	synthesize
decipher	monitor	tailor
deduce	obtain	understand
design	officiate	unearth
detect	oversee	update
determine	perform	visualize

PROFESSIONALISM

achieve	dedicate	network
act	deliver	organize
adapt	demonstrate	prioritize
adhere	elevate	produce
adopt	exceed	question
administer	execute	respect
advance	experience	seek
bolster	grow	skill
clarify	innovate	strategie
coach	maintain	supervise
commit	manage	uphold
complete	meet	

TEAMWORK

adapt
advise
aid
arrange
benefit
coach
collaborate
commit
compete
comply
concur
contribute
cooperate
coordinate
dedicate
enable

encourage
engage
facilitate
further
guide
help
initiate
interact
intervene
involve
join
listen
mediate
mentor
motivate
participate

partner
perform
play
prevent
provide
remedy
represent
share
steer
support
understand
unify
unite
volunteer

TECHNOLOGY

adapt
analyze
automate
build
calculate
compute
deduce
design
develop
document
engineer
enhance
enumerate

figure
file
forecast
formulate
implement
improve
incorporate
innovate
input
Install
integrate
measure
modernize

navigate
optimize
program
record
register
report
strategize
tabulate
troubleshoot
update
use
utilize
video

COMMUNICATION

address
advise
answer
articulate
clarify
coach
collaborate
communicate
compose

conclude
consult
contact
converse
convince
correspond
counsel
critique
define

deliberate
demonstrate
disclose
discuss
disseminate
draft
edit
educate
encourage

COMMUNICATION

engage
enlighten
exchange
explain
facilitate
greet
guide
impart
improvise
inform
instruct

(Continued)

interact
interpret
lecture
liaise
listen
market
moderate
negotiate
persuade
present
publish

question
sell
speak
suggest
summarize
taught
transact
translate
welcome
write

LEADERSHIP

achieve
administer
analyze
appoint
assess
authorize
chair
champion
choose
command
consult
control
dedicate
delegate
deliberate
direct
drive
educate
elect

establish
examine
execute
exercise
facilitate
find
guide
handle
influence
initiate
inspire
issue
launch
lead
manage
master
mediate
mentor
motivate

nudge
officiate
oversee
perform
persuade
pioneer
prime
produce
refer
refine
regulate
remedy
resolve
select
shape
sponsor
steer
supervise
train
urge

EQUITY & INCLUSION

act equitably
advocate
affiliate
ally
anticipate
appreciate
assemble
assess

aware
build
challenge
collaborate
connect
contribute
demonstrate

designate
develop
discover
educate
eliminate
encompass
encourage
engage

EQUITY & INCLUSION

empower
establish
evaluate
facilitate
foster

(continued)

identify
include
inspire
link
promote

respect
seek
strengthen
support
unify
unite

CAREER & SELF DEVELOPMENT

advance
advocate
built
cultivate
develop
educate
expand

further
grow
improve
learn
mature
network
offer

persevere
pursue
receive
refine
seek
strengthen
volunteer

