

ACTION VERBS

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

CRITICAL THINKING

adjust
 administer
 alleviate
 allocate
 analyze
 anticipate
 arrange
 assess
 brainstorm
 collaborate
 collect
 commit
 compare
 complete
 conceive
 confirm
 consider
 correct
 create
 critique
 debug
 decipher
 deduce
 design
 detect
 determine

develop
 devise
 diagnose
 differentiate
 discover
 engineer
 envision
 evaluate
 facilitate
 find
 forecast
 formulate
 identify
 Implement
 incorporate
 interpret
 investigate
 judge
 lead
 link
 measure
 monitor
 obtain
 officiate
 oversee
 perform

plan
 prepare
 prioritize
 process
 procure
 program
 realize
 recommend
 rectify
 research
 resolve
 revamp
 review
 revise
 Schedule
 scrutinize
 solve
 strategize
 study
 suggest
 synthesize
 tailor
 understand
 unearth
 update
 visualize

PROFESSIONALISM

achieve
 act
 adapt
 adhere
 adopt
 administer
 advance
 bolster
 clarify
 coach
 commit
 complete

dedicate
 deliver
 demonstrate
 elevate
 exceed
 execute
 experience
 grow
 innovate
 maintain
 manage
 meet

network
 organize
 prioritize
 produce
 question
 respect
 seek
 skill
 strategie
 supervise
 uphold

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

