

# Action Verbs

## to use in your CV and to reply interview questions:

Action Verbs tell a prospective employer what you do. They imply energy, motivation, purpose and end results.

accomplished	consolidated	explained	maintained	remodeled
achieved	contained	extracted	managed	repaired
acted	contracted	fabricated	marketed	represented
adapted	contributed	facilitated	mediated	researched
addressed	controlled	familiarized	moderated	restored
administered	coordinated	fashioned	monitored	restructured
advanced	corresponded	focused	motivated	retrieved
advised	counseled	forecast	negotiated	revitalized
allocated	created	formulated	operated	saved
analyzed	critiqued	founded	organized	scheduled
appraised	cut	generated	originated	schooled
approved	decreased	guided	overhauled	screened
arranged	delegated	headed up	oversaw	set
assembled	demonstrated	identified	performed	shaped
assigned	designed	illustrated	persuaded	solidified
attained	devised	improved	prepared	specified
audited	diagnosed	increased	presented	stimulated
authored	directed	indoctrinated	prioritized	streamlined
automated	dispatched	influenced	processed	strengthened
balanced	distinguished	informed	produced	summarized
budgeted	diversified	initiated	programmed	supervised
built	drafted	innovated	projected	surveyed
calculated	edited	inspected	promoted	systemized
catalogued	educated	installed	provided	tabulated
chaired	eliminated	instigated	publicized	taught
clarified	enabled	instituted	published	trained
classified	encouraged	instructed	purchased	translated
coached	engineered	integrated	recommended	traveled
collected	enlisted	interpreted	reconciled	trimmed
compiled	established	interviewed	recorded	upgraded
completed	evaluated	introduced	recruited	validated
composed	examined	invented	reduced	worked
computed	executed	launched	referred	wrote
conceptualized	expanded	lectured	regulated	
conducted	expedited	led	rehabilitated	