

Action Verbs List By Category

Category: Accomplishments

Achieved Amplified Attained Capitalized Chaired Consolidated Deciphered Decreased
Discerned Drove Enacted Endeavored Established Exceeded Founded Pioneered
Outperformed Overhauled Sharpened Shattered Sparked Spearheaded Steered Stimulated
Streamlined Strengthened Supervised Surpassed

Category: Responsibilities

Accelerated Accomplished Assembled Built Charted Created Constructed Coordinated
Delivered Developed Ensured Executed Expanded Facilitated Finalized Forged Handled
Headed Improved Increased Initiated Implemented Instituted Maintained Operated
Organized Produced Reached Secured Simplified Volunteered

Category: Communication

Advised Briefed Campaigned Collaborated Composed Consulted Conveyed Convinced
Documented Educated Informed Instructed Performed Presented Promoted Spoke Trained

Category: Creating

Authored Brainstormed Communicated Conceptualized Curated Customized Derived
Designed Diagramed Drafted Edited Illustrated Imagine Influenced Inspired Intensified
Modeled Proofread Published Redesigned Researched Strategized Storyboarded
Translated Transformed Visualized Wrote

Category: Research and Analysis

Analyzed Assessed Audited Calculated Classified Collected Compiled Discovered
Evaluated Examined Explored Forecasted Identified Interpreted Interviewed Investigated
Mapped Measured Qualified Quantified Reported Surveyed Tracked

Category: Increasing Efficiency

Acquired Boosted Captured Conserved Converted Earned Gained Generated Lowered
Maximized Minimized Negotiated Outpaced Won Yielded

Category: Leadership

Advised Aligned Arranged Augmented Authorized Centralized Championed Coached
Cultivated Differentiated Directed Empowered Enabled Endorsed Enforced Fielded
Formalized Formed Fostered Furthered Guided Hired Implemented Integrated Leveraged
Mentored Merged Motivated Orchestrated Optimized Predicted Reconciled Reduced
Refocused Renovated Reorganized Replaced Resolved Restructured Revitalized Shaped
Supervised Sustained Trained

Category: Technical

Advanced Architected Automated Coded Deployed Detected Devised Diagnosed
Engineered Enhanced Equalized Expedited Formulated Installed Launched Modified
Networked Planned Programmed Remodeled Rewrote Refined Tested Troubleshoot
Updated Upgraded