

STRONG ACTION VERBS

Planning

Example: Developed and implemented training program that resulted in a 45% increase in employee satisfaction.

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees.

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	
Authorized	Delegated	Linked	Retrieved	

Executing

Example: Handled 20-35 customer calls per shift regarding coverage changes, renewal rates, and billing procedures.

Acted	Forwarded	Input	Processed	Sold
Administered	Displayed	Installed	Produced	Stocked
Carried out	Distributed	Labored	Proofed	Transacted
Collected	Entered	Merchandised	Prospected	
Completed	Exercised	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised implementation of new computer filing system that reduced paper use by 35%.

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Trained
				Updated

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period.

Accelerated	Elected	Guided	Managed	Set goals
Assumed	Employed	Hired	Mentored	Spearheaded
Caused	Empowered	Implemented	Motivated	Stimulated
Chaired	Encouraged	Influenced	Originated	Strengthened
Changed	Enlisted	Initiated	Pioneered	Supervised
Conducted	Envisioned	Inspired	Promoted	Trained
Directed	Fostered	Involved	Raised	Transformed
Disproved	Founded	Led	Recognized for	Visualized



Getting Results

Accomplished	Consolidated	Enjoyed	Grew	Launched	Reduced (losses)
Achieved	Constructed	Ensured	Hastened	Minimized	Rejuvenated
Added	Contributed	Excelled	Heightened	Modernized	Renovated
Advanced	Delivered	Expanded	Improved	Obtained	Restored
Attained	Demonstrated	Expedited	Increased	Opened	Realized
Augmented	Diminished	Extended	Innovated	Orchestrated	Received
Boosted	Earned	Finalized	Integrated	Overcame	Targeted
Built	Eclipsed	Fulfilled	Introduced	Prevailed	Uncovered
Combined	Eliminated	Gained	Invented	Produced	
Completed	Enlarged	Generated	Joined	Qualified	

Problem Solving

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Communicating

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted	Wrote
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated