

Action Verbs



Accelerate	Authenticate	Commoditize	Crystallize	Diversify
Accentuate	Author	Communicate	Curtail	Divert
Accomplish	Authorize	Compare	Cut	Document
Accommodate	Balance	Compel	Decipher	Dominate
Achieve	Believe	Compile	Decrease	Double
Acquire	Bestow	Complete	Deepen	Draft
Adapt	Brainstorm	Compute	Define	Drive
Address	Brief	Conceive	Delegate	Earn
Adjudicate	Budget	Conceptualize	Deliver	Edit
Advance	Build	Conclude	Demonstrate	Educate
Advise	Calculate	Conduct	Deploy	Effect
Advocate	Capitalize	Conserve	Derive	Effectuate
Align	Capture	Consolidate	Design	Elect
Alter	Catalog	Construct	Detail	Elevate
Analyze	Catapult	Consult	Detect	Eliminate
Anchor	Centralize	Contemporize	Determine	Emphasize
Apply	Champion	Continue	Develop	Empower
Appoint	Change	Contract	Devise	Enact
Appreciate	Chart	Control	Differentiate	Encourage
Arbitrate	Clarify	Convert	Diminish	Endeavor
Architect	Classify	Convey	Direct	Endorse
Arrange	Close	Coordinate	Discard	Endure
Articulate	Coach	Correct	Discern	Energize
Ascertain	Cobble	Corroborate	Discover	Enforce
Assemble	Collaborate	Counsel	Dispense	Engineer
Assess	Collect	Craft	Display	Enhance
Assist	Command	Create	Distinguish	Enlist
Augment	Commercialize	Critique	Distribute	Enliven

Enlow, Wendy, and Louise Kursmark, *Modernize Your Resume: Get Noticed Get Hired*, 2nd ed., Emerald Career Publishing, 2019.pp. 233-34.



KENTON COUNTY
PUBLIC LIBRARY
Career & Job Services Division

Action Verbs



Ensure	Found	Install	Marshall	Overcome
Entrench	Gain	Institute	Master	Overhaul
Equalize	Garner	Instruct	Mastermind	Oversee
Eradicate	Generate	Integrate	Maximize	Participate
Espouse	Govern	Intensify	Model	Partner
Establish	Graduate	Interpret	Moderate	Perceive
Estimate	Guide	Interview	Modify	Perfect
Evaluate	Halt	Introduce	Monetize	Perform
Examine	Handle	Invent	Monitor	Persuade
Exceed	Head	Inventory	Motivate	Pilot
Execute	Helmed	Investigate	Navigate	Pinpoint
Exhibit	Hire	Judge	Negotiate	Pioneer
Exhort	Honor	Justify	Network	Plan
Expand	Hypothesize	Launch	Nominate	Position
Expedite	Identify	Lead	Normalize	Predict
Experiment	Illustrate	Lecture	Obfuscate	Prepare
Explode	Imagine	Leverage	Obliterate	Prescribe
Explore	Implement	Liaise	Observe	Present
Export	Import	License	Obtain	Preside
Extricate	Improve	Listen	Offer	Process
Facilitate	Improvise	Locate	Officiate	Procure
Finalize	Increase	Lower	Operate	Produce
Finance	Influence	Maintain	Optimize	Program
Forge	Inform	Manage	Orchestrate	Progress
Form	Initiate	Manipulate	Organize	Project
Formalize	Innovate	Manufacture	Orient	Project manage
Formulate	Inspect	Map	Originate	Proliferate
Foster	Inspire	Market	Outsource	Promote

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Action Verbs



Propel	Regain	Schedule	Supervise	Verbalize
Propose	Regulate	Secure	Supplement	Verify
Prospect	Rehabilitate	Select	Supply	Win
Prove	Reimagine	Separate	Support	Work
Provide	Reinforce	Serve	Surpass	Write
Publicize	Rejuvenate	Service	Synergize	
Purchase	Remedy	Shepherd	Synthesize	
Purify	Render	Simplify	Systematize	
Qualify	Renegotiate	Slash	Tabulate	
Quantify	Renew	Sold	Target	
Query	Renovate	Solidify	Teach	
Question	Reorganize	Solve	Terminate	
Raise	Report	Spark	Test	
Rate	Reposition	Speak	Thwart	
Ratify	Represent	Spearhead	Train	
Realign	Research	Specify	Transcribe	
Rebuild	Resolve	Standardize	Transfer	
Recapture	Respond	Steer	Transform	
Receive	Restore	Stimulate	Transition	
Recognize	Restructure	Strategize	Translate	
Recommend	Retain	Streamline	Trim	
Reconcile	Retrieve	Strengthen	Troubleshoot	
Record	Reuse	Structure	Unify	
Recruit	Review	Study	Unite	
Recycle	Revise	Substantiate	Update	
Redesign	Revitalize	Succeed	Upgrade	
Reduce	Sanctify	Suggest	Use	
Reengineer	Satisfy	Summarize	Utilize	

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