



University of Houston-Downtown.

## Center for Career and Professional Development

### ACTION VERBS

When describing a current job or project, use these verbs; if you are describing a past job or project, make sure to change these verbs into their past-tense endings.

**Bolded** words are especially good for describing accomplishments.

#### **MANAGEMENT & LEADERSHIP**

Administer	Analyze	Appoint	Assign	Attain	Chair
Consolidate	Contract	Coordinate	Delegate	<b>Develop</b>	Direct
Eliminate	Enhance	Ensure	<b>Establish</b>	Evaluate	Execute
Generate	Handle	Hire	<b>Improve</b>	Incorporate	<b>Increase</b>
Initiate	Institute	Interview	Lead	Manage	Mediate
Merge	Moderate	Motivate	Negotiate	Organize	Originate
Outline	Oversee	Plan	Preside	Prioritize	Produce
Recommend	Recruit	Reorganize	Resolve	Review	Schedule
Strengthen	Supervise	Support	Transition	Unify	

#### **COMMUNICATION**

Address	Arbitrate	Arrange	Author	Authorize	Collaborate
Communicate	Compose	<b>Convince</b>	Correspond	Define	<b>Develop</b>
Direct	Draft	Edit	Enlist	Formulate	Influence
Incorporate	Interact	Interpret	Lecture	Market	Mediate
Moderate	Motivate	<b>Negotiate</b>	Persuade	Present	<b>Promote</b>
Propose	Publicize	Reconcile	Recruit	Report	Resolve
Speak	Transcribe	Translate	Verbalize	Write	

#### **ORGANIZATION**

Approve	Arrange	Categorize	Catalog	Classify	Collect
Compile	Condense	Define	Distribute	<b>Execute</b>	File
<b>Generate</b>	<b>Implement</b>	Incorporate	Inspect	Maintain	Monitor
Operate	Order	Organize	Outline	Prepare	Process
Purchase	Record	Report	Retrieve	Schedule	Screen
Specify	Systematize	Standardize	Tabulate	Update	Validate

## **RESEARCH**

Clarify	Collect	Critique	Diagnose	<b>Evaluate</b>	Examine
Extract	Identify	Inspect	Interpret	Interview	Investigate
Organize	Review	Summarize	Survey		

## **TECHNICAL**

Assemble	Build	Calculate	Compute	<b>Design</b>	Devise
Engineer	Fabricate	Maintain	Operate	<b>Overhaul</b>	Program
Remodel	Repair	Solve	Train	Troubleshoot	Upgrade

## **FINANCIAL**

Administer	Allocate	Analyze	Appraise	Audit	Balance
Budget	Calculate	Compute	<b>Develop</b>	<b>Forecast</b>	Manage
Market	Plan	Project	Research	Reconcile	Report
Target					

## **HELPING & TEAMWORK**

Advocate	Aid	Assess	Clarify	Coach	Collaborate
Contribute	Counsel	Demonstrate	Diagnose	Educate	Ensure
<b>Expedite</b>	Facilitate	Familiarize	Guide	<b>Mediate</b>	Moderate
Participate	Refer	Represent	<b>Resolve</b>	Support	Volunteer
Unite					

## **CREATIVE**

Act	Compose	Conceptualize	<b>Create</b>	Customize	<b>Design</b>
<b>Develop</b>	Direct	Establish	Fashion	<b>Found</b>	Illustrate
Initiate	Institute	Integrate	Introduce	<b>Invent</b>	Market
Originate	Perform	Plan	Promote	Propose	<b>Revitalize</b>
Shape	<b>Transform</b>				