

Sample Action Verbs to Use

Use these action verbs as appropriate to help describe your work.

administered	eliminated	investigated	reduced
advised	engineered	launched	reorganized
analyzed	enhanced	made	reshaped
approved	examined	managed	restructured
arranged	executed	maintained	revised
built	expanded	moderated	scheduled
communicated	facilitated	monitored	secured
conceived	formulated	motivated	solved
conducted	generated	negotiated	streamlined
consolidated	governed	organized	strengthened
contracted	grouped	originated	systematized
controlled	guided	performed	trained
coordinated	implemented	planned	upgraded
counseled	improved	prepared	utilized
created	increased	presented	wrote
designed	influenced	presided	
developed	initiated	recommended	
directed	innovated	recruited	
distributed	installed	rectified	
edited	invented	redesigned	