

ACTION VERBS

Positive action verbs should be used throughout your CV and cover letters to promote your achievements. They help make a strong impression. Here is a list of powerful action words.

Accomplish	Control	Familiarise	Monitor	Represent
Achieve	Cooperate	Formulate	Motivate	Research
Act	Coordinate	Generate	Negotiate	Resolve
Adapt	Correct	Govern	Obtain	Review
Administer	Counsel	Guide	Operate	Revise
Advertise	Delegate	Handle	Order	Scan
Advise	Demonstrate	Hire	Originate	Schedule
Analyse	Design	Identify	Oversee	Screen
Apply	Detail	Implement	Perceive	Select

Approach	Determine	Improve	Perform	Serve
Approve	Develop	Increase	Persuade	Solve
Arrange	Devise	Index	Plan	Speak
Assemble	Direct	Innovate	Present	Staff
Assess	Distribute	Inspect	Preside	Stimulate
Assign	Draft	Install	Process	Summarize
Assist	Edit	Institute	Produce	Supervise
Attain	Employ	Instruct	Program	Support
Budget	Encourage	Integrate	Promote	Survey
Calculate	Enlarge	Interpret	Publish	Synthesize
Catalogue	Enlist	Interview	Qualify	Systematize

Chair	Establish	Introduce	Raise	
Clarify	Estimate	Invent	Recommend	
Collaborate	Evaluate	Investigate	Reconcile	
Communicate	Examine	Lead	Recruit	
Compare	Exchange	Maintain	Rectify	
Compile	Execute	Manage	Reduce	
Complete	Exhibit	Market	Relate	
Conceive	Expand	Mediate	Renew	
Conduct	Expedite	Moderate	Reorganise	
Contract	Facilitate	Modify	Report	