

**Portland State University Career Center**  
**ACTION VERBS**

accelerated	closed	earned	included	planned	shored up
accomplished	collaborated	edited	incorporated	played	showed
accounted for	combined	educated	increased	prepared	sifted
achieved	communicated	elected	indicated	presented	simplified
acquired	compared	employed	informed	prevailed	smoothed
added	completed	empowered	initiated	processed	sold
adjusted	composed	enabled	inspected	produced	solved
administered	conceived	encouraged	instilled	programmed	sought
advised	conceptualized	enlarged	instructed	prohibited	spearheaded
aided	concluded	enlightened	interpreted	projected	specified
allocated	conditioned	enlisted	interviewed	promoted	spoke
analyzed	conducted	ensured	introduced	proofed	started
anticipated	constructed	entered	invented	proofread	stated
applied	consulted	entertained	investigated	proposed	stimulated
appointed	continued	established	joined	proved	stopped
appraised	contracted	estimated	judged	published	streamlined
arbitrated	contributed	evaluated	kept	purchased	strengthened
argued	controlled	executed	labored	put	studied
arranged	conveyed	exercised	launched	qualified	submitted
assessed	convinced	expanded	lectured	quicken	suggested
assigned	coordinated	expedited	led	ran	summarized
assisted	copied	experimented	licensed	rated	supervised
assumed	corrected	explained	located	realized	supported
assured	counseled	explored	looked	received	surmounted
attained	counted	expressed	made	recognized	surveyed
attended	crafted	extracted	maintained	recommended	tabulated
audited	created	facilitated	managed	reconciled	targeted
authored	critiqued	familiarized	mapped out	reduced	taught
authorized	dealt	filed	maximized	reevaluated	tested
awarded	debated	financed	met	referred	tightened
bargained	decided	forecast	modified	related	totaled
began	defined	foresaw	monitored	renovated	toured
bolstered	delegated	formulated	motivated	reported	tracked
boosted	deliberated	forwarded	moved	represented	trained
bought	delivered	fostered	named	rescued	transferred
briefed	demonstrated	found	negotiated	researched	transformed
brought	derived	fulfilled	netted	responded	translated
budgeted	designed	gained	observed	resulted in	traveled
built	detected	gathered	opened	returned	treated
calculated	determined	gave	operated	revealed	tutored
cataloged	developed	graded	ordered	reviewed	typed
categorized	devised	greeted	organized	revised	uncovered
caught	diagnosed	grossed	overcame	sampled	unearthed
caused	digested	guided	oversaw	saved	updated
chaired	diminished	handled	paid	scouted	upped
changed	directed	hastened	participated	screened	welcomed
checked	discovered	heightened	perceived	scrutinized	won
chose	drafted	highlighted	performed	selected	worked
clarified	dramatized	identified	persuaded	sent	wrote
classified	drew up	implemented	pioneered	served	
cleared up	dropped	improved	placed	set	