

# Powerful Action Verbs

## HELPING & TEACHING

Aided  
Assisted  
Advised  
Attended  
Cared  
Clarified  
Coached  
Collaborated  
Communicated  
Conducted  
Coordinated  
Counselled  
Delivered  
Designed  
Developed  
Demonstrated  
Diagnosed  
Educated  
Empowered  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Familiarized  
Fostered  
Guided  
Handled  
Implemented  
Inspired  
Instilled

Instructed  
Maintained  
Mentored  
Modified  
Monitored  
Negotiated  
Nurtured  
Optimized  
Presented  
Promoted  
Provided  
Reassured  
Referred  
Rehabilitated  
Represented  
Served  
Summarized  
Supported  
Synergized

## CREATIVE

Composed  
Conceived  
Conceptualized  
Constructed  
Costumed  
Created  
Curated  
Designed  
Developed  
Devised  
Dramatized  
Fashioned

Formed  
Formulated  
Founded  
Illustrated  
Improvised  
Integrated  
Introduced  
Invented  
Launched  
Modernized  
Modified  
Molded  
Optimized  
Originated  
Painted  
Performed  
Photographed  
Pioneered  
Presented  
Produced  
Promoted  
Refined  
Remodelled  
Reshaped  
Revitalized  
Shaped  
Transformed

## COMMUNICATION

Addressed  
Authored  
Briefed  
Campaigned

Clarified  
Communicated  
Composed  
Corresponded  
Critiqued  
Demonstrated  
Drafted  
Edited  
Facilitated  
Illustrated  
Influenced  
Interpreted  
Interviewed  
Introduced  
Lectured  
Mediated  
Moderated  
Motivated  
Negotiated  
Persuaded  
Presented  
Proofread  
Publicized  
Published  
Recruited  
Reported  
Researched  
Storyboarded  
Summarized  
Trained  
Translated  
Wrote

# Powerful Action Verbs

## TECHNICAL

Assembled  
 Automated  
 Built  
 Calculated  
 Coded  
 Compiled  
 Computed  
 Designed  
 Detected  
 Developed  
 Devised  
 Drafted  
 Engineered  
 Expanded  
 Expedited  
 Fabricated  
 Formed  
 Generated  
 Improved  
 Inspected  
 Integrated  
 Launched  
 Maintained  
 Modified  
 Molded  
 Networked  
 Operated  
 Overhauled  
 Packaged  
 Prepared  
 Processed  
 Programmed

Reconstructed  
 Reduced  
 Repaired  
 Restored  
 Revamped  
 Solved  
 Streamlined  
 Surveyed  
 Systemized  
 Trained  
 Upgraded

## OFFICE

Adjusted  
 Administered  
 Approved  
 Arranged  
 Assisted  
 Balanced  
 Budgeted  
 Catalogued  
 Classified  
 Collected  
 Compiled  
 Completed  
 Created  
 Determined  
 Dispatched  
 Documented  
 Drafted  
 Evaluated  
 Executed  
 Explained

Filed  
 Formulated  
 Generated  
 Implemented  
 Improved  
 Inspected  
 Liaised  
 Maintained  
 Managed  
 Monitored  
 Operated  
 Ordered  
 Organized  
 Packaged  
 Planned  
 Prepared  
 Processed  
 Provided  
 Purchased  
 Recorded  
 Retrieved  
 Scheduled  
 Screened  
 Searched  
 Secured  
 Solved  
 Specified  
 Systemized  
 Tabulated  
 Validated  
 Revamped  
 Revitalized

## EFFICIENCY

Accelerated  
 Accomplished  
 Achieved  
 Adapted  
 Allocated  
 Arranged  
 Boosted  
 Centralized  
 Conserved  
 Consolidated  
 Contributed  
 Coordinated  
 Downsized  
 Eliminated  
 Enhanced  
 Evaluated  
 Executed  
 Expanded  
 Forecasted  
 Guided  
 Heightened  
 Improved  
 Increased  
 Initiated  
 Invented  
 Leveraged  
 Maximized  
 Merged  
 Minimized  
 Navigated  
 Optimized  
 Organized

# Powerful Action Verbs

Outlined	Determined	Produced	Expedited
Outpaced	Diagnosed	Proposed	Familiarized
Outsourced	Drafted	Proved	Identified
Overhauled	Evaluated	Publicized	Implemented
Prevented	Examined	Qualified	Improved
Prioritized	Exhibited	Quantified	Increased
Proposed	Experimented	Questioned	Inspired
Reconciled	Focused	Reported	Installed
Reduced	Forecasted	Researched	Integrated
Reorganized	Gathered	Resolved	Investigated
Reshaped	Generated	Reviewed	Launched
Revised	Grouped	Saved	Liaised
Revolutionized	Identified	Searched	Manipulated
Simplified	Implemented	Screened	Marketed
Solved	Improved	Shared	Moderated
Standardized	Increased	Showed	Negotiated
Streamlined	Influenced	Solved	Presented
<b>RESEARCH &amp; ANALYSIS</b>	Inspected	Sorted	Promoted
Analyzed	Installed	Stimulated	Purchased
Applied	Integrated	Studied	Realized
Articulated	Interpreted	Summarized	Resolved
Assessed	Interviewed	Supplied	Yielded
Balanced	Investigated	Surveyed	<b>MANAGEMENT</b>
Calculated	Located	Systemized	Advised
Clarified	Maintained	Tested	Approved
Collected	Manipulated	Validated	Assigned
Compared	Measured	<b>SALES &amp; PERSUASION</b>	Authorized
Conducted	Observed	Advanced	Chaired
Constructed	Performed	Boosted	Coached
Consulted	Pinpointed	Budgeted	Delegated
Critiqued	Planned	Dispensed	Determined
Detected	Predicted	Dissuaded	Developed
	Processed		Directed



# Powerful Action Verbs

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georgebrown.ca/careerservices  
@careersgbc

Empowered	Planned	Analyzed	Funded
Ensured	Prioritized	Appraised	Generated
Evaluated	Processed	Audited	Increased
Executed	Recommended	Augmented	Invested
Guided	Redirected	Balanced	Maintained
Headed	Referred	Bought	Merchandized
Influenced	Reorganized	Budgeted	Planned
Improved	Represented	Calculated	Projected
Increased	Responded	Compared	Purchased
Initiated	Reviewed	Computed	Reconciled
Inspired	Revitalized	Conciliated	Reduced
Integrated	Scheduled	Cut	Reshaped
Launched	Streamlined	Decreased	Retailed
Led	Strengthened	Developed	Saved
Managed	Supervised	Dispensed	Shopped
Mediated	Trained	Distributed	Secured
Mentored	<b>FINANCIAL</b>	Downsized	Sold
Monitored	Adjusted	Economized	Solicited
Negotiated	Administered	Eliminated	Sourced
Organized	Allocated	Financed	Upgraded
Oversaw		Forecasted	Upsized

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