



# DEPAUL UNIVERSITY

## SCHOOL OF PUBLIC SERVICE

*International by Design*

ACTION VERBS.DOCX

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## Action Verbs

Courtesy of the professionals at [execSearches.com](http://execSearches.com), an online nonprofit job board, here is a list, from A to Z, of action verbs that count:

A: Absorbed, accelerated, accessed, achieved, acted, adapted, addressed, administered, advanced, advocated, affected, aided, allocated, amended, amplified, answered, anticipated, appointed, arbitrated, ascertained, assessed, attained, augmented, authored, availed, awarded

B: Balanced, bargained, began, boosted, briefed, brought, broadened, budgeted, built

C: Calculated, canvassed, capitalized, catalogued, catapulted, centralized, chaired, challenged, channeled, chartered, choreographed, clarified, coached, co-authored, collaborated, collected, computed, conceived, conceptualized, concluded, condensed, conducted, conserved, consolidated, constructed, consulted, contributed, converted, convinced, corrected, correlated, counseled, crafted, created, cultivated, customized, cut

D: Debated, debugged, decentralized, deduced, deferred, delegated, designed, detected, determined, devised, devoted, diagnosed, directed, disciplined, discovered, dispensed, disseminated, dissuaded, distinguished, diversified, divested, documented, drafted, drew

E: Earned, edited, educated, elaborated, elected, elevated, elicited, emphasized, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enriched, ensured, entertained, established, estimated, examined, exceeded, excited, executed, exercised, exhibited, expanded, expedited, explained, exploited, explored, extrapolated

- F: Fabricated, fashioned, fielded, finalized, financed, focused, followed, forecasted, formalized, formed, formulated, fortified, fostered, founded, framed, fulfilled
- G: Gained, gathered, gauged, gave, generated, governed, graded, granted, grossed, guided
- H: Handled, harnessed, headed, heightened, helped, highlighted, hired, honed, hosted
- I: Identified, illustrated, imagined, implemented, improved, improvised, inaugurated, incorporated, increased, incurred, indexed, indoctrinated, inferred, influenced, informed, initiated, innovated, inquired, inspired, installed, instilled, instituted, instructed, integrated, interested, interpreted, introduced, invented, invested, involved, issued
- J: Joined, judged, juggled, justified
- K: Kept, kindled
- L: Launched, lead, lectured, licensed, linked, listened, litigated, lobbied, located, logged
- M: Maintained, managed, marketed, mastered, maximized, measured, mediated, mentored, merged, met, mobilized, moderated, modified, monitored, motivated, moved
- N: Named, narrated, navigated, negotiated, netted, noticed, nurtured
- O: Observed, obtained, offered, offset, operated, orchestrated, organized, oriented, originated, outlined, overcame, overhauled, oversaw
- P: Participated, patterned, perceived, performed, persuaded, pinpointed, pioneered, planned, polled, praised, prepared, prescribed, presented, preserved, presided, prevailed, prevented, prioritized, probed, procured, produced, profiled, projected, promoted, prompted, protected, proved, provided, provoked, publicized, published, pursued
- Q: Quadrupled, qualified, quantified, queried, questioned
- R: Raised, ran, reached, realized, recommended, reconciled, recovered, recruited, rectified, redesigned, reduced, reengineered, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, rendered, renegotiated, reorganized, repaired, replaced, reported, represented, researched, reshaped, resolved, responded, restored, restructured, resulted, restored, retained, revamped, reversed, reviewed, revised, revitalized
- S: Safeguarded, salvaged, saved, scheduled, secured, segmented, selected, served, serviced, shaped, shrank, simplified, solved, sparked, spearheaded, specialized, sponsored, spread, stabilized, staffed, staged, started, steered, stimulated, strategized, streamlined, strengthened,

stretched, studied, succeeded, supervised, supported, sustained,  
synchronized

T: Tabulated, tailored, targeted, taught, thanked, thrived, tightened, trained,  
transformed, translated, traveled, trimmed, tripled, troubleshoot, turned

U: Uncovered, undertook, unified, united, updated, upgraded, utilized

V: Validated, valued, vitalized, volunteered

W: Weighed, welcomed, widened, won.

Of course, you don't want to go too crazy and use all of the words above. That would be verbose. The key to this exercise is getting the person who is reading the information about you as excited as you'd be if the job was offered.

There's nothing wrong with a little flash, so long as there's substance to back up the claims.