

## List of Action Verbs

Below is a list of some action verbs you can use when you write your position descriptions, your job opportunity announcements, and other HR-related documents.

Accelerate  
Access  
Accommodate  
Accomplish  
Achieve  
Acquire  
Act  
Activate  
Adapt  
Add  
Address  
Adjudicate  
Adjust  
Administer  
Advance  
Advertise  
Advise  
Advocate  
Aid  
Allocate  
Analyze  
Answer  
Apply  
Appoint  
Appraise  
Approve  
Arbitrate  
Arrange  
Assemble  
Assess  
Assign  
Assist  
Associate  
Attain  
Author  
Authorize  
Award  
Balance

Boost  
Brief  
Budget  
Build  
Calculate  
Capture  
Catalogue  
Categorize  
Centralize  
Chair  
Champion  
Change  
Chart  
Check  
Clarify  
Classify  
Coach  
Code  
Collaborate  
Collect  
Combine  
Communicate  
Compare  
Compete  
Compile  
Complete  
Compose  
Compute  
Conclude  
Condense  
Conduct  
Conserve  
Consolidate  
Construct  
Consult  
Contact  
Continue  
Contract  
Contrast  
Contribute  
Control  
Convert  
Convert  
Convey

Convince  
Convince  
Cooperate  
Coordinate  
Correct  
Correspond  
Corroborate  
Counsel  
Count  
Craft  
Create  
Critique  
Cultivate  
Customize  
Debate  
Debug  
Decide  
Declare  
Decrease  
Define  
Delegate  
Deliver  
Demonstrate  
Design  
Designate  
Detect  
Determine  
Develop  
Devise  
Diagnose  
Diagram  
Differentiate  
Direct  
Discover  
Discuss  
Dispense  
Display  
Disprove  
Dissect  
Distribute  
Diversify  
Divert  
Divide  
Document

Draft  
Draw  
Earn  
Edit  
Educate  
Elect  
Eliminate  
Emphasize  
Employ  
Enable  
Enact  
Encourage  
End  
Enforce  
Engineer  
Enhance  
Enlarge  
Enlist  
Ensure  
Entertain  
Erase  
Establish  
Estimate  
Evaluate  
Examine  
Execute  
Exhibit  
Expand  
Expedite  
Experiment  
Explain  
Explore  
Express  
Extend  
Extract  
Extrapolate  
Fabricate  
Facilitate  
Familiarize  
File  
Fill  
Finalize  
Finance  
Find

Fix  
Focus  
Forecast  
Forge  
Form  
Formalize  
Formulate  
Fortify  
Foster  
Found  
Frame  
Fulfill  
Furnish  
Further  
Gain  
Gather  
Generalize  
Generate  
Grade  
Graph  
Group  
Guide  
Halt  
Head  
Heighten  
Help  
Hire  
Hone  
Host  
Identify  
Illustrate  
Impact  
Implement  
Improve  
Improvise  
Incorporate  
Increase  
Index  
Influence  
Inform  
Initiate  
Insert  
Inspect  
Inspire

Install  
Instill  
Institute  
Instruct  
Insure  
Integrate  
Interact  
Interpret  
Intervene  
Interview  
Introduce  
Invent  
Inventory  
Investigate  
Involve  
Issue  
Join  
Judge  
Justify  
Label  
Launch  
Lead  
Lecture  
Leverage  
Lift  
List  
Listen  
Locate  
Log  
Maintain  
Manage  
Manipulate  
Map  
Market  
Match  
Maximize  
Measure  
Mediate  
Mentor  
Merge  
Mine  
Mitigate  
Mobilize  
Model

Moderate  
Modify  
Monitor  
Motivate  
Name  
Navigate  
Negotiate  
Net  
Normalize  
Observe  
Obtain  
Open  
Operate  
Orchestrate  
Order  
Organize  
Originate  
Outline  
Outsource  
overcome  
Overhaul  
Oversee  
Participate  
Perceive  
Perform  
Persuade  
Photograph  
Pilot  
Pinpoint  
Pioneer  
Place  
Plan  
Play  
Predict  
Prepare  
Prescribe  
Present  
Preside  
Prevent  
Print  
Prioritize  
Process  
Process  
Procure

Produce  
Produce  
Program  
Project  
Promote  
Promote  
Proofread  
Propel  
Propose  
Propose  
Prorate  
Protect  
Prove  
Provide  
Publicize  
Purchase  
Qualify  
Question  
Raise  
Rank  
Rate  
Reach  
Realign  
Realize  
Reason  
Receive  
Recognize  
Recommend  
Reconcile  
Record  
Recruit  
Rectify  
Recycle  
Redact  
Reduce  
Refer  
Reform  
Reframe  
Regain  
Register  
Regulate  
Rehabilitate  
Reinforce  
Relate

Remodel  
Render  
Renegotiate  
Reorganize  
Repair  
Replace  
Report  
Reposition  
Represent  
Reproduce  
Research  
Reserve  
Reshape  
Resolve  
Respond  
Restore  
Restructure  
Retrieve  
Return  
Review  
Revise  
Revitalize  
Route  
Run  
Satisfy  
Save  
Schedule  
Screen  
Search  
Secure  
Select  
Sell  
Separate  
Serve  
Shape  
Share  
Shift  
Show  
Sign  
Simplify  
Simulate  
Sketch  
Solicit  
Solve

Sort  
Speak  
Spearhead  
Specialize  
Specify  
Sponsor  
Staff  
Standardize  
Start  
State  
Stimulate  
Streamline  
Strengthen  
Structure  
Study  
Suggest  
Summarize  
Supervise  
Supply  
Support  
Surpass  
Survey  
Sustain  
Synthesize  
Systematize  
Tabulate  
Target  
Teach  
Terminate  
Test  
Testify  
Tight  
Total  
Trace  
Track  
Trade  
Train  
Transcribe  
Transfer  
Transform  
Transition  
Translate  
Transmit  
Travel

Tutor  
Uncover  
Undertake  
Unify  
Unite  
Update  
Upgrade  
Use  
Utilize  
Validate  
Verbalize  
Verify  
Volunteer  
Weigh  
Widen  
Win  
Work  
Write