

MY FAVORITE VERBS

389 Verbs for Writing Resumes, Cover Letters & Other Career Communications
June 2009

Accelerate	Change	Demonstrate
Accentuate	Chart	Deploy
Accomplish	Clarify	Derive
Accommodate	Classify	Design
Achieve	Close	Detail
Acquire	Coach	Detect
Adapt	Collaborate	Determine
Address	Collect	Develop
Adjudicate	Command	Devise
Advance	Commercialize	Differentiate
Advise	Commoditize	Direct
Advocate	Communicate	Discern
Align	Compare	Discover
Alter	Compel	Dispense
Analyze	Compile	Display
Anchor	Complete	Distinguish
Apply	Compute	Distribute
Appoint	Conceive	Diversify
Appreciate	Conceptualize	Divert
Arbitrate	Conclude	Document
Architect	Conduct	Dominate
Arrange	Conserve	Double
Articulate	Consolidate	Draft
Ascertain	Construct	Drive
Assemble	Consult	Earn
Assess	Continue	Edit
Assist	Contract	Educate
Augment	Control	Effect
Authenticate	Convert	Effectuate
Author	Convey	Elect
Authorize	Coordinate	Elevate
Balance	Correct	Eliminate
Believe	Corroborate	Emphasize
Bestow	Counsel	Empower
Brainstorm	Craft	Enact
Brief	Create	Encourage
Budget	Critique	Endeavor
Build	Crystallize	Endorse
Calculate	Curtail	Endure
Capitalize	Cut	Energize
Capture	Decipher	Enforce
Catalog	Decrease	Engineer
Catapult	Define	Enhance
Centralize	Delegate	Enlist
Champion	Deliver	Enliven

Ensure
Entrench
Equalize
Establish
Estimate
Evaluate
Examine
Exceed
Execute
Exhibit
Exhort
Expand
Expedite
Experiment
Explode
Explore
Export
Extricate
Facilitate
Finalize
Finance
Forge
Form
Formalize
Formulate
Foster
Found
Gain
Generate
Govern
Graduate
Guide
Halt
Handle
Head
Hire
Honor
Hypothesize
Identify
Illustrate
Imagine
Implement
Import
Improve
Improvise
Increase
Influence
Inform
Initiate
Innovate
Inspect
Inspire

Install
Institute
Instruct
Integrate
Intensify
Interpret
Interview
Introduce
Invent
Inventory
Investigate
Judge
Justify
Launch
Lead
Lecture
Leverage
License
Listen
Locate
Lower
Maintain
Manage
Manipulate
Manufacture
Map
Market
Master
Mastermind
Maximize
Measure
Mediate
Mentor
Merge
Minimize
Model
Moderate
Modify
Monetize
Monitor
Motivate
Navigate
Negotiate
Network
Nominate
Normalize
Obfuscate
Observe
Obtain
Offer
Officiate
Operate

Optimize
Orchestrate
Organize
Orient
Originate
Outsource
Overcome
Overhaul
Oversee
Participate
Partner
Perceive
Perfect
Perform
Persuade
Pilot
Pinpoint
Pioneer
Plan
Position
Predict
Prepare
Prescribe
Present
Preside
Process
Procure
Produce
Program
Progress
Project
Project manage
Proliferate
Promote
Propel
Propose
Prospect
Prove
Provide
Publicize
Purchase
Purify
Qualify
Quantify
Query
Question
Raise
Rate
Ratify
Realign
Rebuild
Recapture

Receive
Recognize
Recommend
Reconcile
Record
Recruit
Recycle
Redesign
Reduce
Reengineer
Regain
Regulate
Rehabilitate
Reinforce
Rejuvenate
Remedy
Render
Renegotiate
Renew
Renovate
Reorganize
Report
Reposition
Represent
Research
Resolve
Respond
Restore
Restructure
Retain
Retrieve
Reuse
Review

Revise
Revitalize
Sanctify
Satisfy
Schedule
Secure
Select
Separate
Serve
Service
Shepherd
Simplify
Slash
Sold
Solidify
Solve
Spark
Speak
Spearhead
Specify
Standardize
Steer
Stimulate
Strategize
Streamline
Strengthen
Structure
Study
Substantiate
Succeed
Suggest
Summarize
Supervise

Supplement
Supply
Support
Surpass
Synergize
Synthesize
Systematize
Tabulate
Target
Teach
Terminate
Test
Thwart
Train
Transcribe
Transfer
Transform
Transition
Translate
Trim
Troubleshoot
Unify
Unite
Update
Upgrade
Use
Utilize
Verbalize
Verify
Win
Work
Write