— Powerful Action Verbs —

**A**
- Accelerated
- Accomplished
- Achieved
- Acquired
- Acted
- Activated
- Adapted
- Addressed
- Adjusted
- Administered
- Advanced
- Advertised
- Advised
- Advocated
- Aided
- Allocated
- Analyzed
- Answered
- Applied
- Appointed
- Appraised
- Approved
- Arbitrated
- Arranged
- Ascertained
- Assembled
- Assessed
- Assigned
- Assisted
- Attained
- Augmented
- Authorized
- Awarded

**B**
- Balanced
- Began
- Boosted
- Briefed
- Budgeted
- Built

**C**
- Calculated
- Captured
- Cataloged
- Centralized
- Chaired
- Championed

**D**
- Charted
- Checked
- Clarified
- Classified
- Coached
- Coded
- Collaborated
- Collected
- Combined
- Communicated
- Compared
- Compiled
- Completed
- Composed
- Computed
- Conceived
- Conceptualized
- Condensed
- Conducted
- Conferred
- Conserved
- Considered
- Consolidated
- Constructed
- Consulted
- Contacted
- Continued
- Contracted
- Contributed
- Controlled
- Converted
- Conveyed
- Convinced
- Cooperated
- Coordinated
- Corrected
- Corresponded
- Counseled
- Crafted
- Created
- Critiqued
- Cultivated
- Customized

**E**
- Delivered
- Demonstrated
- Designated
- Designed
- Detected
- Determined
- Developed
- Devised
- Diagnosed
- Directed
- Discussed
- Dispensed
- Displayed
- Dissected
- Distributed
- Diversified
- Diverted
- Documented
- Drafted
- Drew

**F**
- Fabricated
- Facilitated
- Familiarized
- Fashioned
- Filed
- Finalized
- Financed
- Fixed
- Focused
- Forecasted
- Forged
- Formalized
- Formed
- Formulated
- Fortified
- Fostered
- Found
- Fulfilled
- Furnished
- Furthered

**G**
- Given
- Gathered
- Generated
- Governed
- Grossed
- Guided

**H**
- Hampered
- Handled
- Headed
- Heightened
- Helped
- Hired
- Honed
- Hosted
- Hypothesized

**I**
- Identified

**J**
- Joined
- Judged
- Justified

**K**
- Kept

**L**
- Launched
- Learned
- Lectured
- Led
- Leveraged
- Lifted
- Listened
- Located
- Logged

*Source: www.quintcareers.com*
### Powerful Action Verbs

| M | • Maintained  
  • Managed  
  • Manipulated  
  • Manufactured  
  • Mapped  
  • Marketed  
  • Masterminded  
  • Maximized  
  • Measured  
  • Mediated  
  • Mentored  
  • Merged  
  • Mobilized  
  • Modeled  
  • Moderated  
  • Modified  
  • Monitored  
  • Motivated  |
|---|---|
| N | • Navigated  
  • Negotiated  
  • Netted  
  • Normalized  |
| O | • Observed  
  • Obtained  
  • Opened  
  • Operated  
  • Ordered  
  • Orchestrated  
  • Organized  
  • Originated  
  • Outlined  
  • Outsourced  
  • Overcame  
  • Overhauled  
  • Oversaw  |
| P | • Participated  
  • Perceived  
  • Performed  
  • Persuaded  
  • Photographed  
  • Pinpointed  
  • Piloted  
  • Pioneered  |

| Q | • Placed  
  • Planned  
  • Played  
  • Predicted  
  • Prepared  
  • Prescribed  
  • Presented  
  • Presided  
  • Prevented  
  • Printed  
  • Prioritized  
  • Processed  
  • Procured  
  • Produced  
  • Programmed  
  • Projected  
  • Promoted  
  • Proofread  
  • Proposed  
  • Prospected  
  • Protected  
  • Proved  
  • Provided  
  • Publicized  
  • Purchased  |
| R | • Registered  
  • Regulated  
  • Rehabilitated  
  • Related  
  • Reinforced  
  • Remodeled  
  • Rendered  
  • Renegotiated  
  • Reorganized  
  • Repaired  
  • Replaced  
  • Reported  
  • Repositioned  
  • Represented  
  • Researched  
  • Reserved  
  • Reshaped  
  • Resolved  
  • Responded  
  • Restored  
  • Restructured  
  • Retrieved  
  • Reviewed  
  • Revised  
  • Revitalized  
  • Rout  |
| S | • Satisfied  
  • Saved  
  • Scheduled  
  • Screened  
  • Searched  
  • Secured  
  • Selected  
  • Separated  
  • Served  
  • Shaped  
  • Shared  
  • Simplified  
  • Simulated  
  • Sketched  
  • Sold  
  • Solicited  
  • Solved  
  • Sorted  
  • Spearheaded  
  • Specialized  
  • Specified  
  • Spoke  |
| T | • Sponsored  
  • Staffed  
  • Standardized  
  • Started  
  • Stimulated  
  • Streamlined  
  • Strengthened  
  • Structured  
  • Studied  
  • Suggested  
  • Summarized  
  • Supervised  
  • Supplied  
  • Supported  
  • Surpassed  
  • Surveyed  
  • Sustained  
  • Synthesized  
  • Systematized  |
| U | • Tabulated  
  • Targeted  
  • Taught  
  • Terminated  
  • Tested  
  • Tightened  
  • Totaled  
  • Traded  
  • Transferred  
  • Transformed  
  • Transitioned  
  • Transmitted  
  • Translated  
  • Traveled  
  • Troubleshoot  
  • Tutored  |
| V | • Validated  
  • Verbalized  
  • Verified  
  • Vitalized  
  • Volunteered  |
| W | • Weighed  
  • Widened  
  • Won  
  • Worked  
  • Wrote  |

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