

The Longest Action Verb List In The World Universe

What Are Action Verbs?

Action verbs are verbs that describe the action used to achieve a result. Using these at the beginning of bullet points will make it overwhelmingly clear to any HR the objective and task that was undertaken and how it was achieved.

How Can Action Verbs Help My Resume?

Resume Genius has a multitude of solutions for improving almost any resume. From resume design to structure there are many different ways to build an effective resume. One time-tested method for increasing the targeting of your resume is to start each bullet point with a unique action verb.

How Can I Use This Action Verb List?

So, to help you write a better resume Resume Genius has compiled the largest list of action verbs on the Internet. Literally, this is the biggest action verb list you will ever see in your lifetime. Enjoy it at your leisure by either copying and pasting or simply downloading the list in a Microsoft Document format below.

Abstract
Accelerate
Accelerated
Accelerated
Acclimated
Accommodate
Accompanied
Accomplish
Accomplished
Accomplished
Accumulate
Achieve
Achieved
Acquire
Acquired
Act
Acted
Activate
Activated
Activated
Actuated
Adapt
Adapted
Add

Added
Address
Addressed
Adhered
Adjust
Adjusted
Adjusted
Administer
Administered
Administered
Admitted
Adopted
Advanced
Advertise
Advertised
Advise
Advised
Advocate
Advocated
Aid
Aide
Aided
Align
Allocate
Allocated
Allocated
Altered
Amend
Amended
Amplified
Analyze
Analyzed
Analyzed
Annotated
Answer
Answered
Anticipate
Anticipated
Anticipated
Applied
Applied
Apply
Appoint

Appointed
Appraise
Appraised
Approached
Approve
Approved
Arbitrate
Arbitrated
Arrange
Arranged
Arranged
Articulate
Articulated
Articulated
Ascertain
Ascertained
Asked
Assemble
Assembled
Assess
Assessed
Assessed
Assign
Assigned
Assigned
Assist
Assisted
Associate
Assume
Assumed
Attain
Attained
Attend
Attended
Attract
Attracted
Audit
Audited
Augment
Augmented
Author
Authored
Authored

Authorize
Authorized
Automate
Automated
Avert
Award
Awarded
Balance
Balanced
Balanced
Bargain
Bargained
Began
Begin
Bolster
Boost
Boosted
Borrowed
Bought
Breakdown
Brief
Briefed
Broaden
Broadened
Budget
Budgeted
Budgeted
Build
Built
Built
Calculate
Calculated
Calculated
Calibrate
Canvass
Canvassed
Capitalized
Capture
Captured
Care
Carried out
Catalog
Cataloged

Cataloged/Catalogued

Catalogue

Catalogued

Categorize

Categorized

Categorized

Cater

Cause

Centralize

Centralized

Chair

Chaired

Chaired

Challenged

Championed

Change

Changed

Channeled

Charge

Chart

Charted

Charted

Check

Check in

Check out

Checked

Circulated

Clarified

Clarify

Classified

Classify

Cleared

Closed

Coach

Coached

Coached

Co-authored

Code

Coded

Coded

Cold called

Collaborate
Collaborated
Collate
Collect
Collected
Collected
Combine
Combined
Comfort
Commanded
Commence
Commissioned
Committed
Communicate
Communicated
Communicated
Compare
Compared
Competed
Compile
Compiled
Compiled
Complete
Completed
Compose
Composed
Composed
Compute
Computed
Computed
Conceive
Conceived
Conceptualize
Conceptualized
Conciliate
Conclude
Concluded
Condense
Condensed
Conduct
Conducted
Conducted
Confer

Conferred
Confirm
Confronted
Connect
Conserve
Conserved
Consider
Considered
Consolidate
Consolidated
Construct
Constructed
Constructed
Consult
Consulted
Contact
Contacted
Contacted
Contained
Continued
Contract
Contracted
Contracted
Contrast
Contrasted
Contribute
Contributed
Contrived
Control
Controlled
Convened
Convened
Convert
Converted
Convey
Conveyed
Convince
Convinced
Cooperate
Co-operate
Cooperated
Coordinate
Coordinated

Copy
Correct
Corrected
Correlate
Correspond
Corresponded
Corresponded
Counsel
Counseled
Counseled
Count
Counted
Crafted
Create
Created
Criticize
Critique
Critiqued
Critiqued
Cultivate
Cultivated
Customize
Customized
Customized
Cut
Dealt with
Debate
Debated
Debug
Debugged
Deceased
Decentralized
Decide
Decided
Decrease
Decreased
Deduced
Deduce
Defend
Defer
Deferred
Define

Defined
Defined
Delegate
Delegated
Deliver
Delivered
Delivered
Demonstrate
Demonstrated
Demonstrated
Depict
Depreciated
Derive
Derived
Describe
Described
Design
Designated
Designed
Designed
Detail
Detect
Detected
Detected
Determine
Determined
Developed
Develop
Developed
Devise
Devised
Devised
Devote
Diagnose
Diagnosed
Diagram
Differentiate
Direct
Directed
Directed
Discharge
Disclose
Discover

Discovered
Discovered
Discriminate
Discuss
Discussed
Dispatch
Dispensed
Display
Displayed
Displayed
Dissect
Dissected
Disseminate
Distinguish
Distribute
Distributed
Distributed
Diversified
Diversify
Diverted
Divide
Document
Draft
Drafted
Dramatized
Draw
Drew
Drew
Drive
Earn
Earned
Earned
Edit
Edited
Educate
Educated
Educated
Effect
Effected
Effected
Elect
Elected
Elicit

Elicited
Eliminate
Eliminated
Emphasize
Emphasized
Employ
Employed
Employed
Enable
Enabled
Enacted
Encourage
Encouraged
Encouraged
Endured
Enforce
Enforced
Engineer
Engineered
Enhance
Enhanced
Enlarge
Enlarged
Enlighten
Enlist
Enlisted
Enlisted
Enrich
Ensure
Ensured
Enter
Entertain
Entertained
Entertained
Enumerate
Equip
Establish
Established
Estimate
Estimated
Estimated
Evaluate
Evaluated

Evaluated
Examine
Examined
Exchange
Exchanged
Execute
Executed
Executed
Exercise
Exercised
Exhibit
Exhibited
Exhibited
Expand
Expanded
Expanded
Expedite
Expedited
Experienced
Experiment
Experimented
Experimented
Explain
Explained
Explained
Explore
Explored
Express
Expressed
Extend
Extended
Extract
Extracted
Extrapolate
Fabricate
Fabricated
Facilitate
Facilitated
Facilitated
Familiarize
Familiarized
Fashion
Fashioned

Figured
File
Filed
Filter
Finalize
Finalized
Financed
Financed
Fine-tune
Fix
Fixed
Focus
Focused
Forecast
Forecasted
Forecasted
Forged
Formalized
Formed
Formulate
Formulated
Formulated
Fortified
Fortify
Forward
Foster
Fostered
Found
Founded
Frame
Fulfilled
Functioned
Fund
Furnish
Furnished
Further
Furthered
Gained
Gather
Gathered
Gauge
Generalize
Generate

Generated
Give examples
Govern
Governed
Grade
Grant
Graph
Greet
Greeted
Grossed
Group
Grouped
Grouped
Guide
Guided
Guided
Guided
Halted
Handle
Handled
Head
Headed
Heightened
Help
Helped
Highlight
Hire
Hired
Honed
Host
Hosted
Hypothesized
Identified
Identify
Illustrate
Illustrated
Illustrated
Imagined
Immunized
Impart
Implement
Implemented
Implemented

Import
Imposed
Improve
Improved
Improved
Improvise
Improvised
Incorporate
Incorporated
Increase
Increased
Increased
Index
Indexed
Individualize
Individualized
Infer
Influence
Influenced
Inform
Informed
Informed
Initiate
Initiated
Initiated
Innovate
Innovated
Inquired
Inspect
Inspected
Inspected
Inspire
Inspired
Install
Installed
Installed
Instilled
Instilled
Institute
Instituted
Instituted
Instruct
Instructed

Instructed
Insure
Insured
Integrate
Integrated
Interact
Interacted
Interface
Interpolate
Interpret
Interpreted
Interpreted
Intervene
Intervened
Intervened
Interview
Interviewed
Introduce
Introduced
Introduced
Invent
Invented
Invented
Inventoried
Inventory
Investigate
Investigated
Involve
Involved
Issued
Issued
Join
Joined
Judge
Judged
Judged
Justified
Justified
Justify
Kept
Label
Labels
Launch

Launched
Lead
Learn
Learned
Lecture
Lectured
Led
Leveraged
License
Lifted
Lighten
Liquidate
List
Listen
Listened
Listened
Litigate
Lobby
Localize
Locate
Located
Located
Log
Logged
Maintain
Maintained
Manage
Managed
Managed
Manipulate
Manipulated
Manufacture
Manufactured
Map
Mapped
Market
Marketed
Marketed
Master
Mastered
Masterminded
Match
Maximize

Maximized
Measure
Measured
Measured
Mechanize
Mediate
Mediated
Mediated
Mentor
Mentored
Merge
Merged
Met
Methodize
Minimize
Mobilize
Mobilized
Model
Modeled
Moderate
Moderated
Modernize
Modified
Modified
Modify
Molded
Molded
Monitor
Monitored
Motivate
Motivated
Motivated
Motivated
Name
Named
Narrate
Navigate
Navigated
Negotiate
Negotiated
Negotiated
Netted
Normalized

Notified
Notify
Nurse
Nurture
Observe
Observed
Obtain
Obtained
Obtained
Officiate
Offset
Opened
Operate
Operated
Operated
Orchestrate
Orchestrated
Order
Ordered
Organize
Organized
Orient
Orientate
Originate
Originated
Outline
Outlined
Outlined
Outlines
Outsourced
Overcame
Overhaul
Overhauled
Oversaw
Oversaw
Oversaw
Oversee
Package
Paraphrase
Participate
Participated
Perceive
Perceived

Perceived
Perfect
Perform
Performed
Performed
Persuade
Persuaded
Photograph
Photographed
Pilot
Piloted
Pinpointed
Pioneer
Pioneered
Placed
Plan
Planned
Planned
Planted
Played
Point
Point out
Practice
Predict
Predicted
Predicted
Prepare
Prepared
Prescribe
Prescribed
Prescribed
Present
Presented
Presented
Preserve
Preside
Presided
Prevent
Prevented
Print
Printed
Prioritize
Prioritized

Probe
Process
Processed
Processed
Procured
Produce
Produced
Produced
Program
Programmed
Project
Projected
Promote
Promoted
Promoted
Proofread
Propelled
Propose
Proposed
Prospected
Protected
Protected
Proved
Provide
Provided
Publicize
Publicized
Publicized
Publish
Published
Published
Purchase
Purchased
Purchased
Qualified
Qualify
Quantify
Questioned
Questioned
Questioned
Quote
Raise
Raised

Ran
Rank
Rate
Rated
Reached
Read
Realigned
Realized
Rearrange
Reason
Reasoned
Recall
Recalled
Received
Recite
Recognize
Recognized
Recommend
Recommended
Recommended
Reconcile
Reconciled
Reconstruct
Record
Recorded
Recreate
Recruit
Recruited
Recruited
Rectified
Rectify
Recycled
Reduce
Reduced
Reduced
Refer
Referred
Refine
Regained
Register
Registered
Regulate

Regulated
Rehabilitate
Rehabilitated
Reinforce
Reinforced
Reinforced
Relate
Related
Relayed
Release
Remodel
Remodeled
Render
Rendered
Rendered
Renegotiated
Renew
Renewed
Reorganize
Reorganized
Repair
Repaired
Repeat
Replace
Replaced
Report
Reported
Reported
Repositioned
Represent
Represented
Represented
Reproduced
Reproduces
Research
Researched
Researched
Reserve
Reserved
Reshaped
Resolve
Resolved
Resolved

Respond
Responded
Responsible For
Restore
Restored
Restrict
Restructured
Retain
Retained
Retained
Retrieve
Retrieved
Revamp
Reveal
Review
Reviewed
Reviewed
Revise
Revised
Revised
Revitalize
Revitalized
Rewrite
Rewrote
Route
Routed
Routed
Routed
Sample
Satisfied
Save
Saved
Scan
Schedule
Scheduled
Scheduled
Screen
Screened
Script
Scrutinize
Search
Searched
Secure

Secured
Segment
Select
Selected
Selected
Selects
Separate
Separated
Serve
Served
Served
Service
Serviced
Set goals
Set up
Settle
Shape
Shaped
Shaped
Share
Shared
Shared
Show
Showed
Simplified
Simplified
Simplify
Simulate
Simulated
Sketch
Sketched
Sold
Solicit
Solicited
Solicited
Solve
Solved
Solved
Sort
Sorted
Sought
Speak
Spearhead

Spearheaded
Specialize
Specialized
Specified
Specified
Specify
Spoke
Sponsored
Staffed
Stage
Standardize
Standardized
Start
Started
State
Stimulate
Stimulated
Stimulated
Straighten
Strategize
Streamline
Streamlined
Strengthened
Strengthen
Structure
Structured
Studied
Studied
Study
Subdivide
Submit
Substantiate
Substitute
Subtract
Succeeded
Suggest
Suggested
Suggested
Summarize
Summarized
Supervise
Supervised
Supervised

Supplied
Supply
Support
Supported
Supported
Surpass
Surpassed
Survey
Surveyed
Sustain
Sustained
Symbolize
Synthesize
Synthesized
Synthesized
Systematize
Systematized
Systematized
Tabulate
Tabulated
Tail
Target
Targeted
Targeted
Taught
Taught
Teach
Tend
Terminate
Terminated
Test
Tested
Tested
Theorize
Tightened
Time
Totaled
Tour
Trace
Track
Tracked
Trade
Traded

Train
Trained
Trained
Transcribe
Transcribed
Transfer
Transferred
Transform
Transformed
Transitioned
Translate
Translated
Translated
Transmit
Transmitted
Transport
Transpose
Travel
Traveled
Treat
Triple
Troubleshoot
Tutor
Tutored
Tutored
Tutored
Uncover
Uncovered
Undertake
Undertook
Unified
Unify
United
Unveil
Update
Updated
Updated
Upgrade
Upgraded
Upheld
Use
Used
Utilize

Utilized
Utilized
Utilized
Validate
Validated
Value
Verbalized
Verified
Verified
Verify
View
Visit
Visualize
Visualized
Vitalize
Vitalized
Volunteer
Volunteered
Weigh
Weighed
Widen
Widened
Win
Withdraw
Witness
Won
Write
Wrote
Xerox
Yield
Zap
Zero in
Zip
Zone off
Zoom in
Zoom out