

# MY FAVORITE VERBS

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

Accelerate  
Accentuate  
Accomplish  
Accommodate  
Achieve  
Acquire  
Adapt  
Address  
Adjudicate  
Advance  
Advise  
Advocate  
Align  
Alter  
Analyze  
Anchor  
Apply  
Appoint  
Appreciate  
Arbitrate  
Architect  
Arrange  
Articulate  
Ascertain  
Assemble  
Assess  
Assist  
Augment  
Authenticate  
Author  
Authorize  
Balance  
Believe  
Bestow  
Brainstorm  
Brief  
Budget  
Build  
Calculate  
Capitalize  
Capture  
Catalog  
Catapult  
Centralize  
Champion

Change  
Chart  
Clarify  
Classify  
Close  
Coach  
Collaborate  
Collect  
Command  
Commercialize  
Commoditize  
Communicate  
Compare  
Compel  
Compile  
Complete  
Compute  
Conceive  
Conceptualize  
Conclude  
Conduct  
Conserve  
Consolidate  
Construct  
Consult  
Continue  
Contract  
Control  
Convert  
Convey  
Coordinate  
Correct  
Corroborate  
Counsel  
Craft  
Create  
Critique  
Crystallize  
Curtail  
Cut  
Decipher  
Decrease  
Define  
Delegate  
Deliver

Demonstrate  
Deploy  
Derive  
Design  
Detail  
Detect  
Determine  
Develop  
Devise  
Differentiate  
Direct  
Discern  
Discover  
Dispense  
Display  
Distinguish  
Distribute  
Diversify  
Divert  
Document  
Dominate  
Double  
Draft  
Drive  
Earn  
Edit  
Educate  
Effect  
Effectuate  
Elect  
Elevate  
Eliminate  
Emphasize  
Empower  
Enact  
Encourage  
Endeavor  
Endorse  
Endure  
Energize  
Enforce  
Engineer  
Enhance  
Enlist  
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