

Action Verbs

This list of action verbs should be used to assist you in completing the Summary or Responsibilities section. These verbs are useful in identifying and defining job functions. Although many of the terms may seem obvious, definitions are provided in the interest of consistency.

Administer - Manage or direct the execution of affairs.
Adopt - Take up and practice as one's own.
Advise - Recommend a course of action; offer an informed opinion based on specialized knowledge
Analyze - Separate into elements and critically examine.
Anticipate - Foresee and deal with in advance.
Appraise - Give an expert judgment of worth or merit.
Approve - Accept as satisfactory; exercise final authority with regard to commitment of resources.
Arrange - Make preparation for an event; put in proper order.
Assemble - Collect or gather together in a predetermined order from various sources.
Assign - Specify or designate tasks or duties to be performed by others.
Assume - Undertake; take for granted.
Assure - Give confidence; make certain of.
Authorize - Approve; empower through vested authority.
Calculate - Make a mathematical computation.
Circulate - Pass from person to person or place to place.
Clean - To remove dirt or make tidy.
Collaborate - Work jointly with; cooperate with others.
Collect - Gather
Compile - Put together information; collect from other documents.
Concur - Agree with the position, statement, action, or opinion.
Conduct - Carry on; direct the execution of.
Confer - Consult with others to compare views.
Consolidate - Bring together.
Construct - Build, make or modify.
Consult - Seek the advice of others.
Control - Measure, interpret, and evaluate actions for conformance with plans or desired results.
Coordinate - Regulate, adjust, or combine the actions of others to attain harmony.
Correlate - Establish a reciprocal relationship.
Correspond - Communicate with,
Debug - To detect, locate and remove mistakes from a routine of malfunctions from a computer.
Delegate - Commission another to perform tasks and duties that may carry specific degrees of accountability.
Deliver - Carry to intended destination.
Design - Conceive, create, and execute according to plan.
Determine - Resolve; fix conclusively.
Develop - Disclose, discover, perfect, or unfold a plan or idea.
Devise - Come up with something new, perhaps by combining or applying know ideas or principles.
Direct - Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards
Discuss - Exchange views for the purpose of arriving at a conclusion.
Dispose - Get rid of.
Disseminate - Spread of disperse information.
Distribute - Deliver to proper destinations.
Draft - Prepare papers or documents in preliminary from.
Endorse - Support or recommend
Establish - Bring into existence
Estimate - Forecast future requirements
Evaluate - Determine or fix the value of.
Execute - Put into effect or carry out.
Exercise - Exert
Expedite - Accelerate the process of progress of.
Formulate - Develop or devise.
Furnish - Provide with what is needed; supply.

Implement - Carry out; execute a plan or program.
Improve - Make something better.
Initiate - Start or introduce.
Inspect - Critically examine for suitability.
Install - To set up for use.
Interpret - Explain something to others.
Investigate - Study through close examination and systematic inquiry.
Issue - Put forth or to distribute officially.
Maintain - Keep in an existing state.
Monitor - Watch, observe, or check with an eye to reaching agreement.
Notify - Make known to.
Operate - Perform work repeatedly in order to gain proficiency.
Participate - Take part in.
Perform - Fulfill or carry out some action.
Place - Locate and choose position for.
Plain - Devise or project the realization of a course of action.
Practice - Perform work repeatedly in order to gain proficiency.
Prepare - Make ready for a particular purpose.
Proceed - Begin to carry out an action.
Process - Subject something to special treatment; handle in accordance with prescribed procedure.
Promote - Advance to a higher level or position.
Propose - Declare a plan or intention.
Provide - Supply what is needed; furnish.
Recommend - Advise or counsel a course of action; offer or suggest for adoption.
Repair - Fix or make usable.
Represent - Act in the place of or for.
Report - Give an account of; furnish information or data.
Research - Inquire into a specific matter from several sources.
Review - Examine or re-examine.
Revise - Rework in order to correct or improve.
Schedule - Plan a timetable.
Secure - Gain possession of; make safe.
Select - Choose the best suited.
Sign - Formally approve a document by affixing a signature.
Sort - To separate or arrange according to a plan.
Specify - State precisely in detail or name explicitly.
Stimulate - Excite to activity; urge.
Submit - Yield or present for the discretion or judgment of others.
Supervise - Excite to activity; urge.
Train - Teach or guide others in order to bring up to a predetermined standard.
Transcribe - Transfer data from one form of record to another of from one method of preparation to another, without changing the nature of the data.
Verify - Confirm or establish authenticity; substantiate.
Write - To compose or draft.