

# Action Verb List for Business Majors

## General Tips:

- Use these action words in interviews, resumes, and cover letters to impress employers and achieve your career goals.
- **Remember:** If the experience is in the past, ensure that the action verb is in the past tense (i.e. add “ed”). If the experience is present, use the action verb listed.

## Accounting & Finance

Acquire	Establish
Adjust	Evaluate
Administer	Examine
Allocate	Figure
Analyze	Forecast
Appraise	Generate
Assess	Identify
Audit	Invest
Balance	Maintain
Budget	Manage
Calculate	Market
Compare	Measure
Compile	Monitor
Compute	Plan
Construct	Project
Consult	Reconcile
Deploy	Record
Detect	Reevaluate
Determine	Research
Develop	Survey
Detect	Transfer
Estimate	Verify

## Management

Achieve	Encourage
Administer	Enhance
Analyze	Establish
Appoint	Evaluate
Approve	Execute
Arrange	Facilitate
Assign	Handle
Attain	Improve
Authorize	Initiate
Chair	Lead
Collaborate	Maintain
Conceive	Manage
Conduct	Mediate
Consolidate	Monitor
Consult	Motivate
Contract	Organize
Coordinate	Oversee
Decide	Pioneer
Delegate	Plan
Design	Recruit
Determine	Resolve
Develop	Schedule

## Marketing & Selling

Advance	Inform
Advertise	Initiate
Analyze	Instruct
Assess	Introduce
Compose	Manager
Conceive	Persuade
Conduct	Present
Convince	Produce
Create	Project
Design	Promote
Develop	Quantify
Direct	Refine
Educate	Research
Establish	Review
Familiarize	Sell
Fashion	Solicit
Form	Summarize
Handle	Survey
Identify	Target
Illustrate	Train
Improve	Transform
Influence	

## Leadership

Advance  
Advise  
Advocate  
Analyze  
Challenge  
Collaborate  
Create  
Develop  
Direct  
Empower  
Encourage  
Expand  
Facilitate  
Govern  
Guide  
Impact  
Influence  
Inspire  
Model  
Organize  
Represent  
Strategize  
Transform

## Administrative

Activate      Monitor  
Advise      Observe  
Alter      Operate  
Approve      Organize  
Arrange      Overhaul  
Assemble      Plan  
Catalogue      Prepare  
Classify      Process  
Coach      Proofread  
Collaborate      Publish  
Collect      Purchase  
Compile      Record  
Coordinate      Reduce  
Describe      Retrieve  
Dispatch      Revamp  
Edit      Schedule  
Estimate      Screen  
Execute      Select  
Gather      Specify  
Generate      Streamline  
Implement      Systematize  
Inspect      Track  
List      Train  
Maintain      Upgrade

## Research

Accumulate      Gather  
Acquire      Hypothesize  
Analyze      Identify  
Assesse      Inspect  
Calculate      Interpret  
Clarify      Interview  
Collect      Invent  
Compare      Investigate  
Conceive      Launch  
Conceptualize      Observe  
Conclude      Organize  
Critique      Prepare  
Detect      Process  
Diagnose      Qualify  
Discover      Quantify  
Disprove      Recommend  
Document      Report  
Evaluate      Research  
Examine      Review  
Explain      Search  
Extract      Study

## Technical & Logistic

Analyze      Modify  
Arrange      Obtain  
Assemble      Operate  
Assist      Organize  
Built      Prepare  
Calculate      Process  
Classify      Program  
Collect      Record  
Compile      Remodel  
Compute      Repair  
Coordinate      Review  
Design      Revise  
Devise      Revolutionize  
Diagnose      Simplify  
Engineer      Solve  
Extract      Standardize  
Fabricate      Streamline  
Generate      Support  
Identify      Systemize  
Inspect      Train  
Integrate      Upgrade  
Invent      Validate  
Maintain