

## **JOB DESCRIPTION ACTION WORDS**

The following table is a list of action words (i.e., “verbs”) that are appropriate for use in job descriptions and/or position descriptions – especially in the “Key Responsibilities” section. You may wish to consult this list when preparing your own job descriptions. Another useful resource is one or more of the many lists of resumé action words found online (in a sense, creating a job description has a lot in common with preparing a resumé or CV, only a job description considers the job from the organization’s perspective).

For each item below, we have provided an indication of the levels of positions (junior, intermediate, senior) for which job descriptions might include such a word or phrase. While this is a somewhat rudimentary classification, and there are no hard and fast rules around which types of words must be included in job descriptions, this might be appropriate to consider, for example, in preparing a job description for an executive position. In such a role, it is unlikely that a word such as “coordinate” would be appropriate. On the other hand, a job description for a relatively unskilled entry level position is unlikely to contain a word such as “strategize.” Nevertheless, many of these terms may have multiple definitions or may be used in several different contexts.

### **Job Description Action Words**

Word/Phrase	Jr	Int	Sr	Word/Phrase	Jr	Int	Sr	Word/Phrase	Jr	Int	Sr
Abbreviate		X	X	Empathize	X	X	X	Plan		X	X
Abort	X	X	X	Employ		X	X	Point	X	X	X
Abrogate			X	Empower		X	X	Polish		X	X
Accelerate		X	X	Enable	X	X	X	Position		X	X
Accept	X	X	X	Encourage	X	X	X	Practice	X	X	X
Account	X	X	X	Endorse		X	X	Predict		X	X
Achieve	X	X	X	Energize		X	X	Prepare	X	X	X
Acquire		X	X	Enforce		X	X	Prescribe		X	X
Action	X	X	X	Engage		X	X	Present		X	X
Adapt	X	X	X	Engineer		X	X	Preserve	X	X	X
Add	X			Enhance		X	X	Prevent	X	X	X
Adhere	X	X	X	Enjoy		X	X	Prioritize	X	X	X
Adjudicate		X	X	Enlarge	X	X	X	Probe	X	X	X
Adjust	X	X	X	Enlist	X	X	X	Process	X		
Administer		X	X	Ensure	X	X	X	Procure	X	X	X
Advance		X	X	Enter	X	X	X	Produce	X	X	
Advise	X	X	X	Entertain	X	X	X	Program	X	X	
Advocate		X	X	Entice		X	X	Progress	X	X	X
Aim	X	X	X	Envision			X	Project		X	X

Allow	X	X	X	Escalate	X	X		Project Manage		X	X
Amend	X	X	X	Establish	X	X	X	Promote		X	X
Analyze	X	X	X	Estimate	X	X	X	Propose		X	X
Annotate		X		Evaluate	X	X	X	Proscribe			X
Anticipate	X	X	X	Evangelize			X	Protect	X	X	X
Apply	X	X	X	Examine	X	X	X	Prove	X	X	X
Appoint			X	Exceed	X	X	X	Provide	X	X	X
Apportion		X	X	Execute	X	X		Publish	X	X	X
Approve		X	X	Exempt		X	X	Purchase	X	X	X
Arbitrate			X	Exercise	X	X	X	Qualify		X	X
Argue	X	X	X	Expand	X	X	X	Question	X	X	X
Arrange	X	X	X	Expedite	X	X	X	Quicken		X	X
Assemble	X			Experience	X	X	X	Raise	X	X	X
Assess	X	X	X	Experiment	X	X	X	Rank	X	X	X
Assure		X	X	Explain	X	X	X	Read	X	X	X
Audit		X	X	Express	X	X	X	Realign			X
Authorize		X	X	Extend	X	X	X	Reason	X	X	X
Award			X	Extinguish	X	X	X	Receive	X	X	X
Balance	X	X	X	Extract	X	X	X	Reclaim		X	X
Bargain		X	X	Extrapolate		X	X	Recommend	X	X	X

Begin	X	X	X	Facilitate		X	X	Reconcile	X	X	
Bill	X	X		Familiarize	X	X	X	Record	X		
Brief	X	X	X	Fashion	X	X	X	Recoup		X	X
Budget		X	X	Figure	X	X	X	Recruit		X	X
Build	X	X	X	Finalize	X	X	X	Redesign		X	X
Buy	X	X	X	Finance		X	X	Reduce	X	X	X
Calculate	X	X	X	Find	X	X	X	Reengineer		X	X
Call	X	X		Fix	X	X		Refer	X	X	X
Calm	X	X	X	Focus	X	X	X	Refurbish	X	X	X
Capture	X	X		Follow	X	X		Regain	X	X	X
Carry Out	X	X		Forecast		X	X	Reinforce	X	X	X
Catch	X	X		Formalize		X	X	Remedy	X	X	X
Categorize	X	X		Format	X	X		Renew		X	X
Celebrate		X	X	Forward	X	X		Reopen	X	X	X
Centralize		X	X	Foster		X	X	Reorganize		X	X
Chair		X	X	Freeze		X	X	Repair	X	X	X
Challenge		X	X	Fulfill	X	X	X	Replace	X	X	X
Champion		X	X	Gather	X	X	X	Reply	X	X	X
Change Course			X	Generalize	X	X	X	Report	X	X	X
Channel		X	X	Grade		X	X	Request	X	X	X
Chart		X	X	Grant		X	X	Require		X	X

Chart a Course			X	Greet	X	X		Requisition	X	X	X
Check	X	X	X	Handle	X	X	X	Research	X	X	X
Choose	X	X	X	Hang	X			Resolve	X	X	X
Cite	X	X		Head			X	Respond	X	X	X
Calm	X	X		Help	X	X	X	Restore		X	X
Clarify	X	X	X	Hire		X	X	Restructure		X	X
Classify	X	X	X	Hold	X	X	X	Retain	X	X	X
Clean	X			Honour		X	X	Retrieve	X	X	X
Clear	X	X	X	Host		X	X	Revamp		X	X
Close	X	X	X	Hypothesize		X	X	Reveal	X	X	X
Coach	X	X	X	Identify	X	X	X	Reverse	X	X	X
Code	X	X		Illustrate	X	X	X	Review		X	X
Codify		X		Impact	X	X	X	Revise	X	X	X
Collect	X	X	X	Implement	X	X		Revitalize		X	X
Comment	X	X	X	Improve	X	X	X	Salvage	X	X	X
Communicate	X	X	X	Improvise	X	X	X	Sanitize		X	X
Compare	X	X	X	Increase	X	X	X	Save	X	X	X
Compartmentalize			X	Induce		X	X	Schedule	X	X	X
Compile	X	X		Influence	X	X	X	Screen	X	X	X
Complete	X	X	X	Inform	X	X	X	Search	X	X	X

Comply	X	X	X	Initiate	X	X	X	Segment		X	X
Compose	X	X	X	Innovate		X	X	Select	X	X	X
Comprehend	X	X	X	Inspect	X	X	X	Sell	X	X	
Conceive		X	X	Inspire			X	Separate	X	X	X
Concentrate	X	X	X	Install	X			Serve	X	X	X
Conceptualize		X	X	Institute		X	X	Service	X		
Conduct	X	X	X	Instruct	X	X	X	Set Course			X
Confer		X	X	Insure		X	X	Set in Motion			X
Conference		X	X	Intensify		X	X	Set Up	X	X	X
Configure	X	X		Interact	X	X	X	Shape		X	X
Conform	X	X	X	Interpret	X	X	X	Shorten	X	X	X
Conserve	X	X	X	Intervene			X	Simplify		X	X
Console	X	X	X	Interview	X	X	X	Sketch	X	X	X
Consolidate	X	X	X	Intimate		X	X	Slow Down	X	X	X
Consult	X	X	X	Introduce	X	X	X	Solicit	X	X	X
Contact	X	X	X	Invent		X	X	Solve	X	X	X
Contain	X	X	X	Invest		X	X	Short	X		
Contract		X	X	Investigate	X	X	X	Speak	X	X	X
Contrast	X	X	X	Invoice	X	X	X	Spearhead		X	X
Control	X	X	X	Involve	X	X	X	Specialize	X	X	X
Convince	X	X	X	Issue	X	X	X	Split	X	X	

Coordinate	X			Join	X	X	X	Stabilize		X	X
Correct	X	X	X	Judge		X	X	Staff		X	X
Correspond	X	X	X	Justify	X	X	X	Standardize		X	X
Counsel		X	X	Launch		X	X	Start	X	X	X
Count	X			Lead		X	X	Steer		X	X
Counter	X	X	X	Learn	X	X	X	Stop	X	X	X
Craft		X	X	Lecture		X	X	Strategize			X
Create	X	X	X	Lengthen	X	X	X	Streamline			X
Critique		X	X	Leverage		X	X	Strengthen		X	X
Cross-Sell	X	X		Liaise	X	X	X	Stretch	X	X	X
Curb	X	X	X	Limit	X	X	X	Structure		X	X
Curtail	X	X	X	Liquidate		X	X	Study		X	X
Cut	X	X	X	Listen	X	X	X	Subcontract			X
Deal		X	X	Litigate			X	Submit	X	X	X
Debug	X	X		Locate	X	X	X	Subtract	X	X	X
Decelerate	X	X	X	Look	X	X	X	Suggest	X	X	X
Decide	X	X	X	Maintain	X	X	X	Summarize	X	X	X
Decline	X	X	X	Make	X	X		Sunset			X
Decrease	X	X	X	Manage	X	X	X	Supervise		X	X
Dedicate		X	X	Map		X	X	Support	X	X	X
Deduce		X	X	Mark	X	X	X	Surpass	X	X	X

Deduce		X	X	Market		X	X	Survey		X	X
Define		X	X	Marshall			X	Synchronize		X	X
Delegate		X	X	Master			X	Systemize		X	X
Deliver	X	X	X	Maximize	X	X	X	Take On	X	X	X
Demonstrate	X	X	X	Measure	X	X	X	Target		X	X
Design		X	X	Mediate		X	X	Teach	X	X	X
Designate		X	X	Meet	X	X	X	Terminate	X	X	X
Detail	X	X	X	Mentor		X	X	Test	X	X	X
Determine		X	X	Merchandise	X	X	X	Think	X	X	X
Develop		X	X	Merge	X	X	X	Tighten	X	X	X
Deviate		X	X	Minimize	X	X	X	Train	X	X	X
Devise		X	X	Mitigate		X	X	Transfer	X	X	X
Diagnose		X	X	Model		X	X	Transform		X	X
Diagram	X	X		Moderate		X	X	Translate		X	X
Differentiate	X	X	X	Monitor	X	X	X	Transport	X	X	X
Direct			X	Motion	X	X	X	Treat	X	X	X
Disburse	X	X	X	Motivate		X	X	Trim	X	X	X
Disclose	X	X	X	Multiply	X	X	X	Troubleshoot	X	X	X
Discount	X	X	X	Negotiate	X	X	X	Turn Around			X
Discover	X	X	X	Observe	X	X	X	Type	X		
Dismiss		X	X	Obtain	X	X	X	Uncover	X	X	X



Dispatch		X	X	Open	X	X	X	Understand	X	X	X
Dispense	X	X	X	Operate	X			Unify			X
Disperse	X	X	X	Optimize		X	X	Unite			X
Display	X	X	X	Orchestrate			X	Update	X	X	X
Distill		X	X	Order	X	X	X	Upgrade		X	X
Distribute	X	X	X	Organize	X	X	X	Upsell	X	X	
Divest			X	Originate		X	X	Use	X	X	X
Divide	X	X	X	Outline		X	X	Utilize	X	X	X
Document	X	X	X	Outsource			X	Validate	X	X	X
Donate		X	X	Overhaul			X	Value		X	X
Draft	X	X	X	Oversee			X	Verify	X	X	X
Draw	X	X		Participate	X	X	X	View		X	X
Drive		X	X	Pass On	X	X	X	Warn	X	X	X
Earn	X	X	X	Pay		X	X	Wash	X		
Edit	X	X	X	Perfect		X	X	Weigh			
Educate	X	X	X	Perform	X	X	X	Welcome	X	X	X
Effect	X	X	X	Persuade	X	X	X	Widen	X	X	X
Elicit	X	X	X	Pick	X	X	X	Win	X	X	X
Eliminate	X	X	X	Pilot		X	X	Work	X	X	X
Embed	X	X	X	Pinpoint	X	X	X	Write	X	X	

