

Action Verbs for Job Function Statements

The following provides a partial listing of appropriate action verbs to use when writing job function statements.

Accept	Coordinate	Furnish
Accompany	Counsel	Gather
Accomplish	Count	Generate
Acknowledge	Create	Give
Act for/as	Decide	Guard
Adapt	Define	Guide
Adjust	Delegate	Handle
Administer	Deliver	Help
Adopt	Demonstrate	Hire
Aid	Design	Identify
Allocate	Destroy	Illustrate
Allot	Determine	Implement
Analyze	Develop	Inform
Answer	Diagnose	Initiate
Appear	Direct	Input
Apply	Disburse	Inspect
Appraise	Discipline	Install
Approve	Discuss	Institute
Arbitrate	Dispatch	Instruct
Arrange	Distribute	Interact
Ascertain	Edit	Interpret
Assemble	Effect	Interview
Assign	Employ	Introduce
Assure	Endorse	Invent
Attend	Enforce	Inventory
Authorize	Engage	Investigate
Brief	Enlist	Issue
Budget	Ensure	Itemize
Calculate	Enter	Join
Calibrate	Escort	Judge
Carry out	Establish	Justify
Certify	Estimate	Keep
Check	Evaluate	Lead
Classify	Examine	Lift
Code	Execute	Load
Collate	Explain	Locate
Communicate	Extend	Lubricate
Compose	File	Manage
Compute	Find	Manipulate
Conduct	Follow	Manufacture
Confirm	Follow-up	Map
Consult	Forecast	Measure
Control	Formulate	Mediate
Cooperate	Function	Mend
Mix	Quantify	Select
Modify	Question	Sell
Monitor	Rank	Send
Motivate	Receive	Serve
Move	Recommend	Service
Negotiate	Reconcile	Solicit
Notify	Record	Solve

Action Verbs

Open
Operate
Organize
Originate
Outline
Overhaul
Oversee
Package
Perform
Persuade
Pick up
Plan
Post
Predict
Prepare
Present
Prevent
Procure
Produce
Program
Promote
Proofread
Propose
Provide
Pull
Purchase
Push

Reduce
Refer
Refine
Register
Reject
Relate
Release
Remit
Repair
Replace
Reply
Report
Represent
Rescind
Rescue
Research
Resolve
Respond
Retrieve
Review
Revise
Reward
Scan
Schedule
Score
Search
Secure

Sort
Stack
Store
Study
Submit
Suggest
Summarize
Supply
Survey
Synthesize
Systematize
Tabulate
Talk
Teach
Testify
Trace
Train
Transcribe
Transfer
Translate
Transmit
Type
Update
Verify
Write