

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

LIST OF VERBS

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VERB LIST

accelerate	audit	collaborate	coordinate
accomplish	authorize	collect	correct
achieve	automatize	combine	cope
acquire	award	comment	counsel
act		communicate	count
adapt	benchmark	compare	create
add	break into	compete (with)	credit
address	(a market)	compile	critique
adjust	brief	complete	cut (down)
administer	bring about	compose	
advertise	broaden	compute	deal
advise	bring	computerize	debug
aid	budget	conceive	decide
allocate	build	concentrate	deepen
analyze	buy	conceptualize	define
answer		conclude	delegate
anticipate	calculate	conduct	deliver
apply	cancel	connect	demonstrate
appoint	carry out	conserve	depict
appraise	carry through	consider	describe
approve	catalogue	consolidate	design
arbitrate	cause	control	detail
arrange	chair	construct	detect
ascertain	change	consult	determine
assemble	chart	contact	develop
assess	check	continue	devise
assign	clarify	contract	diagnose
assist	classify	contribute	direct
assume	close	control	discover
assure	collect	convert	discuss
attain	coach	cooperate	dispense

display	explain	hypothesize	
disprove	explore		join
dissect	express	identify	judge
distribute	extend	illustrate	
divert	extract	imagine	keep (up)
document		implement	
double	facilitate	improve	launch
downsize	file	improvise	lead
draft	fill	incorporate	learn
dramatize	finance	increase	lease
draw	find	index	lecture
drive	fix	initiate	lengthen
	focus	influence	license
earn	follow	inform	lift
edit	forecast	initiate	list
effect	formulate	innovate	listen
elaborate (on)	find	inspect	log
eliminate		inspire	
empathize	gather	issue	maintain
endorse	generate	install	make
enforce	get	institute	manage
enlarge	give	instruct	manipulate
enlist	grade	insure	market
ensure	grant	integrate	match
enter	guide	intensify	measure
establish		interpret	mediate
estimate	halve	interview	meet
evaluate	handle	introduce	memorize
examine	harmonize	intuit	mentor
execute	head	invent	model
expand	heap	inventory	modify
expedite	help	invest	monitor
experience	hire	investigate	motivate
experiment	host	involve	move

	preserve	reconcile	sell
name	print	record	sense
navigate	problem-	recruit	separate
negotiate	solve	redesign	serve
	process	reduce	service
observe	procure	refer	set (up)
obtain	produce	regulate	shape
offer	program	rehabilitate	share
open	prohibit	reinforce	shorten
operate	project	relate	show
order	promote	remember	simplify
organize	proof-read	render	sketch
originate	propose	reorganize	solve
outline	prospect	repair	sort
overcome	protect	replace	spark
overhaul	prove	reply	specialize
oversee	provide	report	specify
	publicize	represent	staff
package	publish	research	start
paint	purchase	resolve	streamline
participate (in)	pursue	respond	strengthen
perceive		restore	stress
perform	qualify	retain	stretch
persuade	quantify	retrieve	structure
photograph	question	revamp	struggle
pilot		review	study
pinpoint	raise	revise	submit
plan	rank	risk	substitute
play	rate		succeed
pool	read	sample	suggest
predict	realize	save	summarize
prepare	reason	schedule	superceed
prescribe	receive	seek	supervise
present	recommend	select	supply

support	translate	trouble-shoot	vacate
survey	travel	turn around	verbalize
symbolize	treat	tutor	verify
synergize	tour	type	visit
synthesize	trace		
systematize	track	uncover	wage
	trade	understand	widen
tackle	train	undertake	win
take	transfer	unify	work
target	transform	unite	write (up)
teach	translate	unravel	wage
tend	transport	update	widen
terminate	travel	upgrade	win
test	treat	use	work
train	trim	utilize	write
transcribe	triple		