



NORTHERN ILLINOIS UNIVERSITY

# Career Services

Division of Academic Affairs

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## *Job Seeker's Thesaurus*

*Some alternatives to action words that are close, but just not quite right...*

### **Accelerate**

Hasten  
Quicken  
Shake up

### **Accomplish**

Complete  
Finish

### **Achieved**

Executed  
Overcame  
Reached  
Realized

### **Acted**

Operated  
Performed

### **Activated**

Energized  
Stimulated  
Vitalized

### **Adapted**

Accommodated  
Adjusted

### **Addressed**

Concentrated  
Focused

### **Adjusted**

Acclimatize  
Familiarized

### **Administered**

Executed  
Governed  
Supervised

### **Advanced**

Encouraged  
Fostered  
Promoted

### **Advised**

Conferred  
Consulted

### **Advocated**

Encouraged  
Favored

### **Aided**

Assisted  
Helped

### **Allocated**

Apportioned  
Assigned

### **Answered**

Replied  
Responded  
Returned

### **Applied**

Pertained  
Pressed  
Related  
Urged

### **Appraised**

Assessed  
Estimated  
Evaluated  
Rated  
Surveyed  
Valued

### **Approved**

Accepted  
Favored

### **Arbitrated**

Judged  
Umpired

### **Arranged**

Ordered  
Organized  
Systematized

### **Assembled**

Called  
Convened  
Summoned

### **Assessed**

Appraised  
Evaluated

### **Assigned**

Allocated  
Allotted  
Allowed  
Gave

### **Attained**

Accomplished  
Achieved  
Gained  
Reached  
Won

### **Audited**

Analyzed  
Examined  
Inspected  
Reviewed  
Scanned

### **Augmented**

Compounded  
Enlarged  
Expanded  
Extended  
Heightened  
Increased

### **Authorized**

Approved  
Facilitated  
Enabled  
Endorsed  
Promoted

### **Awarded**

Allotted  
Assigned  
Endowed

### **Balanced**

Adjusted  
Compensated  
Corresponded  
Outweighed  
Redeemed

### **Began**

Commenced  
Inaugurated  
Initiated  
Launched

### **Boosted**

Heightened  
Increased  
Raised

### **Built**

Constructed  
Manufactured

### **Calculated**

Computed  
Estimated  
Figured

### **Cataloged**

Enrolled  
Inscribed  
Listed

### **Charted**

Arranged  
Designed  
Devised  
Planned

### **Checked**

Assured  
Corrected

### **Clarified**

Cleared up  
Explained  
Illustrated  
Settled

### **Collected**

Assembled  
Gathered

### **Combined**

Associated  
Connected  
Joined  
Linked  
United

### **Communicate**

Conveyed  
Discovered  
Transmitted

### **Compared**

Assimilated  
Equated  
Matched

### **Conceived**

Envisioned  
Visualized

### **Completed**

Concluded  
Ended  
Finished

### **Composed**

Comprised  
Created  
Formed  
Made-up

### **Condensed**

Compressed  
Contracted  
Shrunk

### **Conferred**

Awarded  
Consulted  
Gave  
Granted

### **Consolidated**

Compacted  
Unified

### **Constructed**

Assembled  
Built  
Fabricated  
Formed  
Made  
Produced

### **Consulted**

Advised  
Carried through  
Conferred  
Continued  
Endured  
Persisted

### **Contributed**

Aided  
Assisted  
Helped

### **Controlled**

Composed  
Contained  
Regulated  
Restrained

### **Converted**

Impelled  
Moved  
Persuaded  
Swayed

### **Conveyed**

Channeled  
Communicated  
Conducted  
Transmitted

### **Convinced**

Assured  
Persuaded  
Prompted  
Satisfied

### **Coordinated**

Accommodated  
Arranged

### **Corresponded**

Agreed  
Approached  
Conformed

### **Counsel**

Advised  
Directed  
Recommended  
Suggested

### **Created**

Composed  
Formulated  
Generated  
Made  
Originated  
Produced

### **Critiqued**

Commented  
Criticized  
Reviewed

### **Cultivated**

Developed  
Educated  
Fostered  
Instructed  
Managed  
Nourished  
Nurtured  
Produced

### **Decided**

Concluded  
Determined  
Figured  
Resolved  
Settled

### **Defined**

Described  
Prescribed

**Delegated**  
Administered  
Appointed  
Assigned  
Delivered  
Designated  
Gave  
Selected

**Demonstrated**  
Displayed  
Exhibited  
Illustrated  
Show

**Designed**  
Arranged  
Constructed  
Created  
Planned

**Detected**  
Encountered  
Found

**Determined**  
Decided  
Destined  
Performed

**Developed**  
Amplified  
Elaborated  
Enlarged  
Expanded

**Devised**  
Concocted  
Created  
Invented  
Planned

**Diagnosed**  
Determined  
Distinguished  
Identified

**Directed**  
Conducted  
Controlled  
Guided  
Managed

**Discovered**  
Revealed  
Unmasked

**Displayed**  
Exhibited  
Revealed  
Showed

**Distributed**  
Circulated  
Disbursed  
Dispensed  
Divided

**Documented**  
Recorded  
**Drafted**  
Formulated  
Outlined  
Prepared  
Sketched

**Earn**  
Acquired  
Deserved  
Won

**Educated**  
Disciplined  
Instructed  
Informed  
Tutored  
Taught

**Effected**  
Caused  
Enforced  
Implemented

**Eliminated**  
Accented  
Accentuated  
Dismissed  
Emphasized  
Excluded  
Highlighted  
Marked  
Stressed

**Employed**  
Engaged  
Exercised  
Utilized

**Encouraged**  
Fostered  
Inspired  
Nourished

**Enforced**  
Effected  
Engineered  
Maneuvered  
Wangled

**Enhanced**  
Deepened  
Heightened  
Intensified  
Magnified

**Enlarged**  
Amplified  
Developed  
Elaborated  
Expanded

**Enlisted**  
Enrolled  
Joined

**Ensured**  
Diverted  
Entertained  
Insured  
Recreated  
Secured

**Established**  
Constituted  
Created  
Enacted  
Instituted

**Estimated**  
Appraised  
Approximated  
Assessed  
Calculated  
Computed  
Evaluated  
Rated

**Evaluated**  
Appraised  
Assessed  
Classified  
Estimated  
**Executed**  
Achieved  
Administrated  
Implemented  
Performed

**Expanded**  
Developed  
Elaborated  
Increased

**Experienced**  
Proficient  
Skilled  
Versed

**Explained**  
Clarified  
Explored  
Expounded  
Inquired  
Interpreted  
Investigated  
Probed

**Expressed**  
Formulated  
Signified  
Stated

**Extended**  
Expanded  
Offered  
Presented

**Fashioned**  
Fabricated  
Formed  
Produced

**Focused**  
Concentrated

**Formed**  
Composed  
Constructed  
Developed  
Fabricated  
Fashioned  
Produced

**Formulated**  
Devised  
Drafted  
Expressed  
Prepared

**Fostered**  
Cultivated  
Encouraged  
Promoted

**Found**  
Based  
Completed  
Established  
Executed  
Fulfilled  
Implemented  
Performed  
**Furnished**  
Equipped  
Provided  
Supplied

**Gained**  
Accomplished  
Achieved  
Acquired  
Attained  
Earned  
Improved  
Secured

**Gathered**  
Assembled  
Collected  
Deducted  
Derived

**Generated**  
Created  
Originated  
Produced

**Governed**  
Administered  
Directed  
Executed

**Granted**  
Acknowledge  
Allowed  
Awarded

**Guaranteed**  
Certified  
Warranted

**Guided**  
Conducted  
Directed  
Piloted

**Handled**  
Exercised  
Governed  
Managed  
Operated  
Utilized

**Headed**  
Addressed  
Directed  
Originated

**Heightened**  
Enhanced  
Expanded  
Increased  
Intensified

**Hired**  
Chartered  
Employed  
Engaged

**Identified**  
Distinguished  
Recognized

**Illustrated**  
Clarified  
Demonstrated  
Exemplified  
Explained

**Implemented**  
Completed  
Enforced  
Executed  
Fulfilled  
Performed

**Improved**  
Enlightened

**Incorporated**  
Combined  
Embodyed  
Integrated

**Increased**  
Expanded  
Heightened  
Raised

**Influenced**  
Affected  
Impressed  
Inspired

**Initiated**  
Commenced  
Introduced  
Launched

**Inspected**  
Examined  
Studied  
Surveyed

**Inspired**  
Impressed  
Influenced

**Installed**  
Inducted  
Initiated

**Instituted**  
Created  
Established  
Introduced  
Launched  
Originated

**Instructed**  
Created  
Directed  
Trained

**Interpreted**  
Described  
Explained  
Expounded

**Integrated**  
Blended  
Coordinated  
Incorporated  
Unified

**Introduced**  
Initiated  
Instituted

**Invented**  
Contrived  
Devised  
Formulated

**Involved**  
Affected  
Concerned  
Implicated

**Issued**  
Emanated  
Originated  
Published

**Joined**  
Associated  
Combined  
Connected  
Related  
United

**Judged**  
Concluded  
Deduced  
Derived  
Inferred

**Launched**  
Began  
Commenced  
Embarked  
Initiated  
Introduced  
Originated

**Lead (led)**  
Conducted  
Directed  
Guided  
Introduced

<b>Lectured</b> Addressed	<b>Negotiated</b> Adjusted Agreed Arranged Bargained Contracted Settled	<b>Outlined</b> Bordered Defined Drafted Sketched	<b>Played</b> Diverted Enacted Engaged Handled	<b>Proposed</b> Contemplate Designed Intended Preferred	<b>Realized</b> Accomplished Attained Conceived Envisioned Featured Imagined Thought Visualized
<b>Listened</b> Attended Heeded	<b>Navigated</b> Directed Map out	<b>Overhauled</b> Fixed Mended Overtook Patched Rebuilt Reconstructed	<b>Prepared</b> Drafted Fixed Formulated Framed Made	<b>Proved</b> Demonstrated Determined Established Examined Showed Tested	<b>Recommend</b> Acclaimed Advised Commended Counseled
<b>Located</b> Placed Positioned Sited Situated	<b>Observed</b> Distinguished Noted Noticed Perceived Saw Viewed	<b>Oversaw</b> Chaperoned Overlook Supervised Surveyed	<b>Presented</b> Addressed Directed Gave Offered	<b>Provided</b> Delivered Dispensed Gave Supplied Transferred	<b>Reconciled</b> Accommodated Attuned Conformed Coordinated Harmonized Integrated Tuned
<b>Maintained</b> Presented Provided Supported Sustained	<b>Obtained</b> Acquired Gained Got Secured	<b>Participated</b> Entered into Joined in Partook Shared	<b>Presided</b> Carried on Conducted Controlled Directed Managed	<b>Published</b> Advertised Announced Declared Proclaimed	<b>Recorded</b> Indicated Marked Registered
<b>Managed</b> Conducted Directed Governed Magnified Maximized	<b>Opened</b> Began Cleared Exposed Freed Initiated Released Revealed Started Uncovered	<b>Performed</b> Accomplished Achieved Behaved Completed Enacted Executed Fulfilled Functioned Implemented Operated	<b>Operated</b> Administered Handled Oversaw Ran Supervised	<b>Purchased</b> Bought Took	<b>Reduced</b> Decreased Diminished Lessened Lowered
<b>Measured</b> Determined Gauged Scaled	<b>Orchestrated</b> Arranged Blended Harmonized Integrated Unified	<b>Persuaded</b> Convinced Prevailed	<b>Prevented</b> Anticipated Averted Deferred	<b>Qualified</b> Authorized Characterized Entitled	<b>Referred</b> Applied Ascribed Assigned Attributed Resorted Submitted
<b>Mediated</b> Interceded Intermediate Intervened	<b>Ordered</b> Adjusted Arranged Classified Disposed Organized Regulated	<b>Pinpointed</b> Determined Diagnosed Distinguished Identified Placed Recognized Spotted	<b>Printed</b> Imprinted Stamped Wrote	<b>Raised</b> Assembled Collected Elevated Instigated Lifted Produced Provoked Upheld	<b>Refined</b> Perfected Polished Smoothed
<b>Merged</b> Blended Compounded Intermingled Mingled Mixed	<b>Originated</b> Acted Behaved Commenced Conducted Created Functioned Generated Handled Initiated Managed Maneuvered Operated Performed	<b>Pioneered</b> Created Originated	<b>Processed</b> Proceeded	<b>Ran</b> Acted Directed Extended Handled Made Worked	<b>Regulated</b> Adjusted Tuned up
<b>Mobilized</b> Activated Circulated Moved Propelled		<b>Placed</b> Established Fixed Laid Put Settled	<b>Produced</b> Built Constructed Created Cultivated Fabricated Formed Generated Grew Manufactured Originated	<b>Rated</b> Judged	<b>Reinforced</b> Energized Fortified Strengthened
<b>Modified</b> Altered Changed Refashioned Turned		<b>Planned</b> Arranged Designed Devised Drafted Organized Outlined	<b>Programmed</b> Scheduled Set up	<b>Reached</b> Accomplished Achieved Approached Attained Contacted Extended Gained Realized	<b>Related</b> Applied Associated Combined Described Joined Linked Narrated Pertained Recounted Reported Restated United
<b>Monitored</b> Controlled Oversaw Watched			<b>Projected</b> Arranged Conceived Designed Devised Envisioned Featured		
<b>Motivated</b> Excited Galvanized Moved Provoked Roused Stimulated					

**Reorganized**

Rearranged  
Reconstituted  
Reconstructed  
Reordered  
Reoriented

**Replaced**

Changed  
Reinstated  
Restored  
Returned  
Shifted

**Reported**

Described  
Recited  
Related  
Stated

**Represented**

Depicted  
Described  
Imaged  
Interpreted  
Pictured  
Portrayed

**Researched**

Inquired  
Investigated  
Probed

**Responded**

Answered  
Replied  
Returned

**Responsible**

Accountable  
Answerable  
Liable

**Restored**

Recalled  
Reclaimed  
Recovered  
Reestablished  
Refurbished  
Reinstated  
Reintroduced  
Rejuvenated  
Renewed  
Revived

**Revamped**

Mended  
Rebuilt  
Reconstructed  
Redrafted  
Repaired  
Revised  
Rewrote

**Reviewed**

Reconsidered  
Reevaluated  
Reexamined

**Revised**

Redrafted  
Redrew  
Restyled  
Reworked  
Rewrote

**Revitalized**

Reactivated  
Rekindled  
Renewed  
Resurrected  
Retrieved  
Revived

**Saved**

Maintained  
Preserved  
Sustained

**Scheduled**

Booked  
Carded  
Listed  
Recorded  
Timed

**Screened**

Fended  
Protected  
Secured  
Shielded

**Searched**

Examined  
Inspected  
Rummaged  
Scanned  
Scoured

**Secured**

Acquired  
Assured  
Insured  
Obtained  
Protected  
Shielded

**Selected**

Chose  
Elected  
Opted (for)  
Preferred

**Shaped**

Assembled  
Built  
Constructed  
Fabricated  
Formed  
Framed  
Made  
Molded

**Simplified**

Streamlined

**Simulated**

Acted  
Assumed  
Resembled

**Sold**

Marketed  
Merchandised  
Retailed  
Vended

**Solved**

Fixed  
Resolved  
Worked out

**Specialized**

Enumerated  
Itemized  
Particularized  
Specified

**Specified**

Mentioned  
Named

**Started**

Began  
Created  
Established  
Initiated  
Organized

**Streamlined**

Simplified

**Strengthen**

Encouraged  
Energized  
Reinforced

**Studied**

Contemplated  
Examined  
Inspected  
Surveyed

**Suggested**

Implied  
Indicated  
Insinuated

**Summarized**

Synopsized

**Supervised**

Oversaw  
Superintended

**Supplied**

Delivered  
Dispensed  
Provided  
Transferred

**Supported**

Advocated  
Encouraged  
Endured  
Provided  
Sustained  
Upheld

**Surpassed**

Exceeded  
Excelled  
Trumped

**Surveyed**

Assessed  
Evaluated  
Examined  
Inspected  
Overlooked  
Oversaw

**Sustained**

Abided  
Endured  
Preserved  
Upheld

**Synthesized**

Arranged  
Harmonized  
Integrated  
Unified

**Systematized**

Arranged  
Ordered  
Organized

**Targeted**

Aimed

**Taught**

Disciplined  
Educated  
Instructed  
Trained

**Terminated**

Adjourned  
Closed  
Completed  
Dismissed  
Finished  
Left  
Resigned

**Tested**

Checked  
Demonstrated  
Examined  
Proved  
Tried

**Totaled**

Added  
Aggregated  
Subtracted

**Tracked**

Covered  
Traced  
Trailed

**Traded**

Changed  
Exchanged  
Substituted

**Trained**

Enticed  
Instructed  
Reeducated

**Transformed**

Changed  
Converted  
Transferred  
Translated  
Transposed

**Translated**

Converted  
Rendered  
Transposed

**Transmitted**

Dispatched  
Forwarded  
Routed  
Sent

**Uncovered**

Disclosed  
Discovered  
Revealed  
Unveiled

**Undertook**

Attempted  
Engaged

**Unified**

Concentrated  
Integrated  
United

**Updated**

Modernized  
Refreshed  
Refurbished  
Rejuvenated  
Renewed

**Upgraded**

Advanced  
Elevated  
Preferred  
Promoted

**Used**

Applied  
Employed  
Exercised  
Handled  
Served  
Utilized

**Utilized**

Applied  
Employed  
Handled  
Used

**Validated**

Confirmed  
Justified  
Verified

**Verified**

Confirmed  
Justified  
Validated

**Widened**

Broadened

**Won**

Accomplished  
Achieved  
Attained

**Worked**

Acted  
Handled  
Operated  
Performed  
Ran

**Wrote**

Indicted  
Inscribed  
Scribe

