

Action Verbs

Using action verbs to describe your experiences will infuse your resume with energy. Whenever possible, use verbs that represent functions of the job you are seeking. The categories that follow are an ample representation of the roles and skills that students utilize and employers seek. Remember to use present tense verbs for current activities and past tense verbs for completed activities. Also, try not to use the same verb twice: the thesaurus in your word processing software should provide more than enough possibilities.

Communication

Arbitrate
Arrange
Create
Develop
Direct
Edit
Enlist
Explain
Field
Identify
Influence
Interpret
Lead
Mediate
Merge
Motivate
Negotiate
Obtain
Persuade
Proofread
Read
Reason
Recruit
Resolve
Spell
Write

Creative

Act
Conceptualize
Create
Customize
Design
Develop
Devise
Direct
Fashion
Generate
Illustrate
Integrate
Paint
Perform
Plan
Revitalize
Shape
Synthesize
Visualize
Write

Detail

Arrange
Calculate
Certify
Classify
Collate
Collect
Compare
Compile
Compute
Debug
Dispatch
Enforce
Execute
File
Inspect
Maintain
Organize
Process
Reconcile
Respond
Retrieve
Schedule
Tabulate
Validate

Financial

Administer
Advise
Allocate
Analyze
Appraise
Audit
Budget
Calculate
Compute
Develop
Manage
Monitor
Plan
Prepare
Record
Research
Revise
Solve
Track

Helping

Advise
Aid
Assess
Back
Coach
Comfort
Consult
Counsel
Diagnose
Enable
Encourage
Facilitate
Foster
Guide
Interact
Interview
Mentor
Model
Negotiate
Observe
Promote
Refer
Rehabilitate
Represent
Secure
Stabilize
Support
Tailor
Treat
Tutor
Volunteer

Management

Administer
Analyze
Assign
Authorize
Contract
Control
Coordinate
Delegate
Develop
Direct
Discipline
Enlist
Evaluate
Execute
Institute

Orchestrate
Organize
Plan
Prioritize
Produce
Recommend
Review
Schedule
Supervise

Office Support

Arrange
Balance
Chart
Complete
Coordinate
Dispense
Operate
Order
Organize
Prepare
Process
Schedule
Screen

Research

Analyze
Clarify
Collect
Critique
Decide
Define
Diagnose
Evaluate
Examine
Extrapolate
Gather
Interpret
Interview
Investigate
Isolate
Manage
Measure
Monitor
Organize
Review
Survey
Synthesize

Trace
Write

Teaching

Adapt
Advise
Advocate
Brief
Clarify
Coach
Communicate
Coordinate
Counsel
Demonstrate
Develop
Enable
Encourage
Establish
Explain
Facilitate
Influence
Inform
Initiate
Instruct
Invent
Persuade
Resolve
Stimulate
Train

Technical

Analyze
Chart
Compute
Conduct
Design
Devise
Fabricate
Forecast
Generate
Inspect
Install
Integrate
Modify
Operate
Prepare
Process
Program
Reconfigure

Repair
Restore
Revamp
Upgrade
Write

Other

Achieve
Adapt
Attend
Collaborate
Cooperate
Draft
Enlarge
Formulate
Implement
Improve
Initiate
Lead
Monitor
Preside
Resolve
Secure
Utilize

