

# 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

