Action Verbs

Effective résumés use an active voice in describing experiences. The categories below represent qualities and skills employers often want job seekers to demonstrate on a resume. Use these verbs to describe your experiences.

COMMUNICATION

Address	Communicate	Document	Interview	Persuade	Recruit	Suggest
Advertise	Consult	Explain	Market	Present	Refer	Translate
Author	Convince	Inform	Mediate	Promote	Respond	Write
Brief	Demonstrate	Interpret	Negotiate	Publicize	Solicit	

CREATIVE

Act	Conceptualize	Customize	Direct	Invent	Rehearse	Revise
Adapt	Conduct	Design	Draft	Perform	Remodel	Revitalize
Compose	Create	Develop	Illustrate	Photograph	Renovate	Transform

HELPING/SUPPORT

Advise	Anticipate	Counsel	Ensure	Facilitate	Observe	Resolve
Advocate	Coach	Educate	Evaluate	Foster	Provide	Serve
Aid	Collaborate	Enable	Expedite	Guide	Represent	Support

LEADERSHIP/MANAGEMENT

Administer	Coach	Determine	Evaluate	Implement	Motivate	Propose	Reward
Appoint	Consult	Direct	Execute	Improve	Organize	Recommend	Supervise
Approve	Coordinate	Employ	Generate	Lead	Oversee	Reinforce	Teach
Assign	Decide	Emphasize	Head	Manage	Plan	Reward	Train
Chair	Delegate	Enforce	Identify	Maintain	Prioritize	Revitalize	

ORGANIZATIONAL

Approve	Compile	Integrate	Organize	Purchase	Revise	Validate
Categorize	Generate	Maintain	Prepare	Reorganize	Schedule	
Classify	Identify	Obtain	Prioritize	Revamp	Target	
Collect	Incorporate	Operate	Process	Review	Update	

PROBLEM-SOLVING/ANALYTICAL

Accumulate	Calculate	Collect	Detect	Examine	Investigate	Solve
Acquire	Chart	Compare	Determine	Formulate	Research	Troubleshoot
Analyze	Clarify	Diagnose	Evaluate	Identify	Review	

RESULTS

Achieve	Add	Demonstrate	Establish	Increase	Maximize	Resolve
Accelerate	Complete	Eliminate	Expand	Introduce	Obtain	Standardize
Accomplish	Decrease	Enlarge	Improve	Map	Prove	Succeed

TECHNICAL/RESEARCH

Activate	Calculate	Construct	Design	Formulate	Navigate	Resolve	Survey
Adapt	Compute	Convert	Determine	Implement	Reconfigure	Screen	Upgrade
Apply	Configure	Create	Devise	Install	Remodel	Solve	
Assemble	Consolidate	Define	Experiment	Investigate	Repair	Supply	