

# CAREER AND EMPLOYMENT TIPS | RESUMES

## List of Action Verbs

As you craft your resume, you want to highlight skills that align with the job you are seeking. Use this list of verbs to help you communicate your most relevant qualities. These verbs are listed in **present tense**. When describing your past experience, please change these verbs into **past tense**.

Highlight your teamwork & interpersonal skills	Highlight your communication skills	Highlight your problem solving skills	Highlight your organizational & administrative skills	Highlight your leadership & management skills
Acknowledge Assess Assist Aid Blend Clarify Coach Comfort Collaborate Contribute Cooperate Coordinate Counsel Delegate Embrace Empower Encourage Energize Facilitate Gather Guide Harmonize Help Ignite Inspire Involve Join Mediate Motivate Participate Partner Provide Reconcile Share Support Uphold	Address Advertise Answer Arrange Clarify Collaborate Compose Consult Contact Convince Correspond Draft Demonstrate Discuss Document Edit Educate Explain Inform Interact Listen Market Mediate Negotiate Persuade Present Promote Propose Reconcile Report Respond Share Simplify Summarize Translate Write	Aid Alleviate Alter Build Correct Counsel Customize Design Determine Devise Draft Ease Elevate Enhance Establish Finalize Fix Found Form Generate Identify Implement Improve Initiate Introduce Modify Optimize Remodel Resolve Restore Retrieve Revise Settle Solve Streamline Transform	Arrange Categorize Classify Compile Complete Collect Coordinate Distribute Execute File Follow through Handle Implement Index Inspect Maintain Map out Monitor Operate Order Organize Plan Prepare Prioritize Process Record Review Revise Schedule Streamline Submit Supply Systematize Tabulate Update Verify	Administer Analyze Approve Appoint Assign Authorize Consider Consolidate Coordinate Delegate Determine Develop Direct Evaluate Facilitate Formalize Found Implement Initiate Inspire Lead Manage Monitor Motivate Organize Oversee Plan Prioritize Produce Promote Recommend Recruit Secure Strengthen Supervise Train

Highlight your <b>creative</b> skills	Highlight your <b>analytical &amp; research</b> skills	Highlight your <b>financial</b> skills	Highlight your <b>physical</b> skills	Highlight your <b>time management</b> skills
Act	Catalogue	Administer	Apply	Accelerate
Author	Check	Allocate	Assemble	Accomplish
Compose	Clarify	Analyze	Assist	Complete
Conceptualize	Collect	Appraise	Build	Delegate
Create	Compile	Audit	Construct	Divide
Customize	Conduct	Balance	Craft	Expedite
Design	Critique	Budget	Complete	Manage
Develop	Define	Calculate	Control	Map out
Direct	Detect	Compute	Display	Organize
Display	Diagnose	Conduct	Engineer	Outpace
Dramatize	Discover	Decrease	Execute	Prioritize
Establish	Disprove	Determine	Exercise	Plan
Fashion	Evaluate	Develop	Fabricate	Schedule
Found	Examine	Distribute	Fix	<b>Highlight your flexible &amp; adaptable skills</b>
Illustrate	Experiment	Eliminate	Follow	
Initiate	Extract	Estimate	Handle	
Innovate	Gather	Evaluate	Implement	Adapt Adjust Alter Change Comply Familiarize Learn Modify Revise
Integrate	Group	Finance	Install	
Inspire	Hypothesize	Forecast	Integrate	
Institute	Identify	Investigate	Maintain	
Introduce	Inspect	Manage	Manipulate	
Invent	Interpret	Market	Monitor	<b>Quantify your statements</b>
Mold	Interview	Measure	Operate	
Originate	Investigate	Model	Organize	Achieve Attain Decrease Expand Increase Improve Maximize Minimize Raise Reduce
Paint	Organize	Observe	Overhaul	
Perceive	Program	Plan	Perform	
Perform	Question	Predict	Produce	
Photograph	Rectify	Project	Remodel	
Pilot	Research	Promote	Remove	
Play	Retrieve	Protect	Renovate	
Plan	Review	Purchase	Repair	
Revitalize	Sort	Receive	Store	
Shape	Summarize	Reconcile	Transport	
Sketch	Survey	Report	Troubleshoot	
Visualize	Systematize	Research	Utilize	

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## NEED MORE HELP?

Book an appointment with us through **MyCareerHub**.

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