

ACTION VERBS

Attention grabbing action verbs can catch an employer's eye. Avoid being redundant. Use this list to find something new.

LEADERSHIP / MANAGEMENT

Administer, Assign, Coach, Coordinate, Decide, Delegate, Develop, Direct, Empower, Encourage, Enforce, Evaluate, Implement, Improve, Increase, Influence, Inform, Inspire, Integrate, Interview, Lead, Manage, Mentor, Motivate, Order, Organize, Oversee, Persuade, Plan, Present, Produce, Recruit, Review, Schedule, Strengthen, Supervise



PROBLEM-SOLVING / DECISION MAKING

Adapt, Adjust, Anticipate, Attain, Change, Complete, Conclude, Control, Deliver, Distribute, Eliminate, Establish, Expand, Improve, Increase, Monitor, Obtain, Perceive, Plan, Receive, Recommend, Reduce, Utilize, Work



COMMUNICATION

Advertise, Arrange, Author, Collaborate, Communicate, Compose, Correspond, Describe, Develop, Direct, Draft, Edit, Facilitate, Interpret, Introduce, Market, Mentor, Moderate, Negotiate, Persuade, Present, Promote, Proofread, Provide, Publicize, Publish, Recruit, Report, Represent, Respond, Review, Revise, Sell, Summarize, Translate



TEAMWORK / INTERPERSONAL SKILLS

Advise, Aid, Assist, Coach, Collaborate, Contribute, Coordinate, Counsel, Educate, Encourage, Ensure, Facilitate, Guide, Help, Instruct, Interact, Listen, Mediate, Motivate, Offer, Participate, Promote, Protect, Provide, Recognize, Refer, Rehabilitate, Relate, Represent, Resolve, Serve, Support, Teach, Train, Tutor, Volunteer

ANALYTICAL / CRITICAL THINKING

Analyze, Assess, Clarify, Collect, Critique, Determine, Diagnose, Discover, Dissect, Evaluate, Examine, Experiment, Extract, Formulate, Hypothesize, Identify, Inspect, Interpret, Interview, Investigate, Learn, Observe, Organize, Predict, Process, Prove, Question, Reason, Research, Review, Solve, Study, Summarize, Survey, Synergize, Synthesize, Systematize, Test, Troubleshoot, Weigh



COMPUTER / TECHNICAL

Assemble, Build, Calculate, Compute, Conserve, Construct, Design, Drive, Engineer, Fix, Handle, Install, Lift, Maintain, Make, Operate, Overhaul, Produce, Program, Remodel, Repair, Solve, Treat, Upgrade

ORGANIZATIONAL ABILITIES

Administer, Approve, Arrange, Audit, Budget, Calculate, Catalog, Check, Classify, Collect, Compile, Compute, Define, Dispense, Distribute, Estimate, Execute, File, Gather, Generate, Implement, Inspect, Log, Manipulate, Monitor, Operate, Organize, Prepare, Process, Purchase, Raise, Reconcile, Record, Retrieve, Review, Schedule, Select, Sort, Specify, Summarize, Supply, Systematize, Transcribe, Validate

CREATIVITY

Act, Adapt, Conduct, Create, Customize, Design, Develop, Direct, Display, Draw, Establish, Express, Fashion, Illustrate, Imagine, Initiate, Innovate, Institute, Integrate, Introduce, Invent, Model, Originate, Paint, Perform, Play, Print, Publicize, Revitalize, Show, Sketch



GENERAL TIPS

- Avoid "I Statements" (I, me, my) and other pronouns
- Verb tense should match the dates for each section