

ACTION VERBS

Use action verbs when describing experience on your resume. Check those skills you have demonstrated through part time or summer jobs, internships, coursework, leadership experience or volunteer service. Below is a partial list of action verbs:

Achieve	Define	Judge	Repair
Achieved	Delegate	Lead	Represent
Administered	Deliver	Lecture	Research
Advise	Demonstrate	Maintain	Respond
Analyze	Design	Manage	Restore
Answer	Determine	Measure	Retrieve
Apply	Develop	Mediate	Review
Arrange	Devise	Modify	Revise
Assemble	Diagnose	Monitor	Revitalize
Assess	Distribute	Negotiate	Select
Assist	Edit	Obtain	Sell
Build	Eliminate	Offer	Serve
Calculate	Establish	Operate	Simplify
Categorize	Estimate	Order	Solve
Chart	Evaluate	Organize	Spearhead
Classify	Examine	Outline	Speculate
Coach	Expand	Perform	Sponsor
Code	Explain	Prepare	Succeed
Collaborate	Formulate	Prescribe	Summarize
Compile	Guide	Present	Supply
Compose	Help	Produce	Synthesize
Compound	Identify	Promote	Teach
Compute	Illustrate	Protect	Test
Conduct	Implement	Prove	Train
Confer	Improve	Provide	Translate
Conserve	Increase	Realize	Troubleshoot