UTILIZE ACTION VERBS

Need help describing your experience?

- Start each bullet point with a strong action verb.
- Avoid repeating the same words, mix it up!

Use the list below to find fresh, effective verbs. It'll help your resume sound clear and confident.

RESULTS

Achieve	Augment	Eliminate	Extend	Map	Prove	Succeed
Accelerate	Complete	Exceed	Improve	Maximize	Reduce	Trim
Accomplish	Compound	Excel	Increase	Measure	Restore	Validate
Advance	Decrease	Expand	Launch	Obtain	Stabilize	Widen

TEACHING

Accept	Challenge	Critique	Emphasize	Indicate	Model	Reinforce
Advise	Coach	Demonstrate	Encourage	Individualize	Modify	Reward
Appreciate	Command	Designate	Excite	Inquire	Observe	Structure
Assess	Compliment	Discipline	Facilitate	Instill	Ponder	Synthesize
Assign	Consider	Educate	Focus	Instruct	Postulate	Teach
Attend	Correct	Elaborate	Head	Listen	Praise	Tutor

TECHNICAL

Activate	Configure	Design	Install	Program	Regulate	Solve
Apply	Construct	Devise	Integrate	Reconfigure	Resolve	Supply
Assemble	Contrive	Engineer	Navigate	Rehabilitate	Retrieve	Train
Build	Convert	Fabricate	Operate	Remodel	Screen	Troubleshoot
Compute	Detect	Fortify	Overhaul	Repair	Service	Upgrade

FINANCIAL

Adjust	Audit	Calculate	Finance	Net	Project	Reconcile
Allocate	Balance	Control	Forecast	Prepare	Purchase	Reduce
Appraise	Budget	Estimate	Monitor	Procure	Qualify	Transfer

LEADERSHIP/ MANAGEMENT

Appoint	Coordinate	Enforce	Hire	Merge	Preserve	Reorganize
Approve	Decide	Enhance	Implement	Motivate	Preside	Reward
Assign	Delegate	Establish	Incorporate	Orchestrate	Propose	Schedule
Assume	Develop	Evaluate	Initiate	Order	Realize	Strengthen
Conduct	Devote	Execute	Institute	Oversee	Recommend	Supervise
Consolidate	Direct	Generate	Leverage	Plan	Recruit	Terminate
Contract	Employ	Handle	Manage	Perfect	Relegate	Unify

HELPING

Adapt	Assist	Cooperate	Facilitate	Orient	Rectify	Serve
Advocate	Clarify	Enable	Familiarize	Prescribe	Refer	Simplify
Aid	Collaborate	Enlist	Foster	Prevent	Rehabilitate	Support
Anticipate	Contribute	Ensure	Guide	Provide	Represent	Volunteer

ORGANIZATIONAL

Arrange	Compile	Inspect	Organize	Reshape	Schedule	Systemize
Categorize	Conserve	Integrate	Prioritize	Revamp	Specialize	Tabulate
Classify	Diagram	Log	Process	Review	Streamline	Target
Code	Distribute	Maintain	Record	Revise	Standardize	Update

RESEARCH

Accumulate	Collect	Determine	Examine	Gather	Interpret	Study
Amplify	Compare	Discover	Experiment	Hypothesize	Investigate	Summarize
Analyze	Conduct	Disprove	Extract	Identify	Locate	Survey
Chart	Diagnose	Dissect	Formulate	Inspect	Research	Test

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EXTERNAL AFFAIRS
Career Planning and Development