



Action Words for a Resumé

Achieve	Consolidate	Exhibit	Interview	Present	Summarize
Acquire	Construct	Expand	Introduce	Process	Supervise
Act	Consult	Expedite	Invent	Produce	Support
Adapt	Control	Experience	Invest	Profit	Survey
Administer	Coordinate	Experiment	Investigate	Program	Talk
Advertise	Counsel	Explain	Judge	Project	Target
Advise	Create	Explore	Justify	Promote	Teach
Aid	Debate	Express	Learn	Provide	Test
Allocate	Decide	Facilitate	Lead	Publicize	Track
Analyze	Delegate	Figure	Lecture	Purchase	Train
Anticipate	Deliver	File	Listen	Raise	Transcribe
Appoint	Demonstrate	Finance	Maintain	Realize	Transfer
Arrange	Design	Fix	Manage	Receive	Translate
Ascertain	Detect	Formulate	Maximize	Recommend	Travel
Assemble	Determine	Found	Mediate	Recognize	Trouble-shoot
Attain	Develop	Gain	Memorize	Record	Tutor
Attend	Devise	Gather	Mentor	Recruit	Type
Audit	Diagnose	Generate	Model	Reduce	Update
Budget	Direct	Grade	Modify	Rehabilitate	Upgrade
Build	Discover	Guide	Monitor	Relate	Utilize
Calculate	Dispense	Handle	Motivate	Renovate	Weigh
Catalogue	Display	Help	Negotiate	Repair	Write
Challenge	Dissect	Hypothesize	Observe	Report	
Chart	Distribute	Identify	Obtain	Research	
Check	Draft	Illustrate	Offer	Resolve	
Classify	Earn	Implement	Operate	Respond	
Coach	Edit	Improve	Order	Review	
Collect	Educate	Incorporate	Organize	Revise	
Communicate	Elect	Increase	Oversee	Schedule	
Compare	Eliminate	Influence	Participate	Select	
Compile	Encourage	Inform	Perceive	Separate	
Complete	Enforce	Initiate	Perform	Set-up	
Compose	Ensure	Inspect	Persuade	Shape	
Compute	Enter	Install	Pilot	Sell	
Conceive	Establish	Instruct	Plan	Solicit	
Conceptualize	Estimate	Integrate	Play	Solve	
Conduct	Evaluate	Interact	Predict	Submit	
Conserve	Examine	Interpret	Prepare	Suggest	