

# ACTION VERBS

## To Enhance your Resume and Correspondence

### Analyzing

appraise  
evaluate  
examine  
experiment  
identify  
investigate  
recommend  
report  
research  
study  
summarize  
verify

### Business Related

administer  
advise  
balance  
budget  
compile  
define  
demonstrate  
distribute  
expedite  
institute  
plan  
propose  
purchase  
streamline  
supervise  
train  
update

### Clerical or

### Detail

arrange  
collect  
execute  
generate  
implement  
monitor  
prepare  
process  
record  
retrieve  
screen  
specify

### Communication

address  
collaborate  
convince  
correspond  
create  
develop  
direct  
edit  
influence  
interpret  
lead  
lecture  
manipulate  
mediate  
merge  
motivate  
negotiate  
persuade  
promote  
publicize  
reason  
reconcile  
recruit  
sell  
speak  
translate  
write

### Coordinating

authorize  
decide  
develop  
direct  
execute  
formulate  
implement  
manage  
organize  
regulate  
schedule

### Creative

act  
conceptualize  
design  
direct

create  
illustrate  
integrate  
invent  
originate  
perform  
plan  
revitalize

### Financial

organize  
allocate  
analyze  
appraise  
audit  
balance  
budget  
calculate  
develop  
manage  
market  
research  
solve

### Helping

assess  
assist  
care  
clarify  
coach  
counsel  
demonstrate  
diagnose  
direct  
educate  
facilitate  
guide  
listen  
mentor  
motivate  
present  
refer  
relate  
rehabilitate  
assign

### Management

attain  
chair  
consolidate  
contract  
control  
coordinate  
delegate  
evaluate  
execute  
improve  
increase  
oversee  
prioritize  
produce  
recommend  
review  
supervise

### Research

collect  
critique  
evaluate  
extrapolate  
identify  
inspect  
interpret  
interview  
diagnose  
review  
summarize  
survey

### Science

adapt  
classify  
collect  
describe  
document  
establish  
identify  
instruct  
investigate  
monitor  
process  
publish  
reduce

report  
set-up  
test

### Social Science

administer  
advise  
advocate  
consult  
delegate  
inform  
launch  
present  
reinforce  
screen  
support  
tutor

### Teaching

adapt  
communicate  
coordinate  
enable  
evaluate  
explain  
facilitate  
initiate  
instruct  
set goals  
stimulate  
train

### Technical

assemble  
compute  
devise  
engineer  
fabricate  
maintain  
operate  
overhaul  
program  
repair  
solve  
upgrade