



# VERBS TO USE IN RESUME WRITING

The words below are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, and co-curricular activities.

## Accounting

Record  
Assess  
Audit  
Prepare  
Maintain  
Forecast  
Calculate  
Estimate  
Figure  
Appraise  
Examine  
Measure  
Verify

## Counseling/

### Healing

Listen  
Sense  
Intuit  
Assess  
Analyze  
Assist  
Align  
Coordinate  
Understand  
Inform  
Facilitate  
Help

## Design

Organize  
Explore  
Formulate  
Sketch  
Draw  
Draft  
Layout  
Create  
Plan  
Style  
Pattern  
Build  
Display

## Fund Raising

Research  
Analyze  
Strategize  
Program  
Develop  
Contact  
Inquire  
Inform  
Motivate  
Direct  
Persuade  
Monitor  
Coordinate

## Innovating

Create  
Modify  
Change  
Upgrade  
Improve  
Design  
Activate  
Restructure  
Establish  
Stimulate  
Implement  
Transform

## Administration

Monitor  
Track  
Assess  
Coordinate  
Organize  
Requisition  
Access  
Receive  
Process  
Serve  
Furnish

## Consulting

Troubleshoot  
Problem solve  
Assess  
Assist  
Arrange  
Guide  
Counsel  
Survey  
Serve  
Contribute  
Motivate  
Train

## Editing

Review  
Analyze  
Compare  
Comment  
Correct  
Revise  
Amend  
Improve  
Initiate  
Investigate  
Advise

## Human

### Resources

Assess  
Analyze  
Recruit  
Survey  
Screen  
Interview  
Select  
Train  
Mediate  
Appraise  
Coordinate  
Align

## Investigating

Pursue  
Interrogate  
Question  
Analyze  
Intuit  
Seek  
Search  
Probe  
Examine  
Explore

## Analysis

Assess  
Observe  
Review  
Dissect  
Interpret  
Discern  
Conceptualize  
Discover  
Infer  
Illuminate  
Clarify  
Quantify  
Conclude  
Qualify

## Craft/Artisan

Design  
Create  
Build  
Entertain  
Perform  
Draw  
Render  
Illustrate  
Compose  
Construct  
Conceive  
Choreograph

## Finance

Analyze  
Invest  
Budget  
Inventory  
Evaluate  
Appraise  
Construct  
Develop  
Acquire  
Deploy  
Manage  
Project

## Information

Appraise  
Analyze  
Inventory  
Structure  
Design  
Categorize  
Document  
Process  
Manage  
Program  
Link  
Coordinate

## Language

Translate  
Interpret  
Lecture  
Converse  
Negotiate  
Compare  
Understand  
Comprehend  
Proficiency  
Fluency  
Teach  
Tutor

**Leadership**

Guide  
Facilitate  
Create  
Collaborate  
Encourage  
Develop  
Organize  
Analyze  
Strategize  
Inspire  
Represent  
Govern  
Direct  
Advise  
Influence  
Vision  
Empower  
Challenge  
Advocate  
Transform  
Impact  
Advance  
Expand  
Model

**Management/  
Supervision**

Coordinate  
Facilitate  
Plan  
Schedule  
Delegate  
Mediate  
Evaluate  
Listen  
Consult  
Monitor  
Manage  
Supervise

**Marketing**

Review  
Assess  
Survey  
Analyze  
Quantify  
Identify  
Announce  
Promote  
Advertise  
Advance  
Boost

**Mechanical**

Analyze  
Design  
Construct  
Craft  
Troubleshoot  
Create  
Engineer  
Repair  
Manipulate  
Align  
Coordinate  
Balance

**Organizing/  
Logistics**

Classify  
Organize  
Assist  
Maintain  
Liaison  
Support  
Arrange  
Systematize  
Schedule  
Coordinate  
Streamline  
Simplify

**Performing**

Create  
Present  
Play  
Interpret  
Act  
Sing  
Dance  
Perform  
Model  
Read  
Inspire

**Persuading**

Present  
Articulate  
Clarify  
Challenge  
Negotiate  
Inquire  
Reason  
Influence  
Convince  
Arbitrate  
Mediate  
Reconcile

**Program  
Development**

Analyze  
Design  
Construct  
Develop  
Prepare  
Strategize  
Coordinate  
Formulate  
Recommend  
Persuade  
Implement  
Monitor

**Public  
Relations**

Assess  
Prepare  
Coordinate  
Present  
Negotiate  
Publicize  
Strengthen  
Promote  
Handle  
Participate  
Facilitate  
Troubleshoot

**Research &  
Development**

Identify  
Evaluate  
Review  
Assess  
Compare  
Analyze  
Critique  
Explain  
Prepare  
Recommend  
Conclude  
Determine

**Selling**

Inform  
Educate  
Persuade  
Provide  
Assist  
Serve  
Trade  
Vend  
Handle  
Present  
Sell  
Convince

**Service/  
Hospitality**

Serve  
Assist  
Troubleshoot  
Present  
Maintain  
Help  
Coordinate  
Prepare  
Welcome  
Enhance  
Anticipate

**Teaching**

Educate  
Tutor  
Stimulate  
Inform  
Instruct  
Facilitate  
Awaken  
Explore  
Advise  
Counsel  
Entertain  
Amuse

**Technical**

Conceptualize  
Design  
Troubleshoot  
Inspect  
Locate  
Edit  
Analyze  
Implement  
Construct  
Modify  
Operate

**Writing**

Conceive  
Construct  
Craft  
Integrate  
Interpret  
Capture  
Abstract  
Express  
Inform  
Summarize  
Conclude