



ACTION VERBS TO HELP YOU ON YOUR RESUME

Decision Making

Approve
Require
Decide
Test
Accept
Authorize
Terminate
Render
Consider
Solve

Administration
Purchase
Requisition
Reject
Store
Ship
Furnish
Administer
Supply
Procure
Secure
Justify
Engage
Reclaim
Receive

Personnel

Train
Select
Interview
Promote
Transfer
Employ
Appraise
Recruit
Screen
Discharge
Seek

Management

Executive
Approve
Direct
Change
Organize
Meet
Establish
Manage
Anticipate
Evaluate
Plan
Adjudicate

Analyze

Supervision

Adhere
Supervise
Request
Exercise
Participate
Maintain
Delegate
Encourage
Counsel
Assess
Develop
Report
Foster
Define
Demonstrate
Meet
Assign

Planning & Control

Forecast
Assume
Allocate
Schedule
Control
Measure
Progress
Formulate
Acquire
Extend
Monitor

Change

Modify
Upgrade
Create
Stimulate
Improve
Compare
Design
Make
Activate
Establish

Auditing

Review
Analyze
Report
Conclude
Change
Recommend
Guide

Assist
Evaluate
Compare
Assemble

Research & Development

Identify
Evaluate
Determine
Review
Analyze
Research
Define
Develop
Prepare
Recommend
Submit
Propose
Investigate
Compile

External Activity

Negotiate
Cooperate
Represent
Coordinate
Publicize
Strengthen

Communication

Write
Inform
Declare
Interpret
Contact
Issue
Testify
Speak
Display
Critique

Helping

Assist
Arrange
Give
Guide
Serve
Contribute
Initiate
Solve