

# Preparing Your Resume: ACTION VERBS

When writing about your job description and responsibilities in the Experience section of your resume it is important to begin each statement with active verb. Here are some important tips, followed by samples of actions verbs listed by job type category.

- ❖ Try not to use the same verb twice.
- ❖ Vary word choice and sentence structure.
- ❖ Choose words of substance and power to describe your abilities and achievements.
- ❖ Current positions should be described in the present tense, while previous positions should be described in past tense.
- ❖ DO NOT say “Responsibilities/Duties include:”

<p><b>ADMIN / MANAGEMENT</b></p> <p>Advise Approve Guide Manage Mediate Mentor Moderate Supervise Train</p> <p><b>AUDITING</b></p> <p>Analyze Change Coincide Guide Recommend Review</p> <p><b>COMMUNICATION</b></p> <p>Address Correspond Translate Schedule Interview Interpret Write</p> <p><b>CREATIVITY</b></p> <p>Create Design Develop Formulate Launch</p>	<p><b>FINANCIAL MANAGEMENT</b></p> <p>Finance Forecast Fund Generate Handle Increase Maintain Manage Market Merchandise Plan Project Purchase Report</p> <p><b>HELPING/ CAREGIVING</b></p> <p>Augment Counsel Demonstrate Encourage Foster Reassure Serve</p> <p><b>OFFICE SUPPORT</b></p> <p>Administer Appropriate Distribute Formulate Organize Package Prepare Schedule Solve</p>	<p><b>RESEARCH/ ANALYSIS</b></p> <p>Analyze Assess Balance Calculate Concentrate Construct Consult Critique Discover Extract Investigate Review Survey Systematize</p> <p><b>SALES/ PERSUASION</b></p> <p>Arbitrate Consult Establish Implement Maintain Market Promote</p> <p><b>TEACHING</b></p> <p>Chair Collaborate Coordinate Demonstrate Evaluate Generate Lecture Listen Institute</p>	<p><b>TECHNICAL ABILITY</b></p> <p>Coordinate Draft Forecast Operate Program Streamline Upgrade</p> <p><b>WORDS FOR MANY SKILLS</b></p> <p>Accomplish Achieve Adapt Allocate Appraise Articulate Assist Collect Communicate Evaluate Facilitate Launch Lead Organize Originate Perform Present Process Research Reshape Solve Strengthen Streamline Upgrade Prepare</p>
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