



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, co-ops, and while involved in 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
Qualify
Conclude

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
Organize

Language

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

Leadership

Guide
Facilitate
Create
Collaborate
Encourage
Develop
Vision
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
Improve

Mechanical

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

**Organizing/
Logistics**

Classify
Organize
Assist
Maintain
Liaison
Assist
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