



CAREER SERVICES

Action Verbs

Suggestions for Various Career Fields

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When writing bullet statements for your résumé, start each description with an action verb. Avoid verbs ending in “ing” and beginning with “Responsible for...”. Also, avoid repeating the same verb if at all possible. The following are some alternative verbs you might find useful. FACT: *The most common error on résumés is verb tense. While all the following action verbs are present tense, remember the rule:*

present jobs = present tense, past jobs = past tense.

Accounting Assess Audit Calculate Estimate Forecast Maintain Prepare Record	Selling Convince Educate Handle Inform Persuade Present Provide Vend	Persuading Arbitrate Articulate Challenge Clarify Influence Mediate Present Reconcile	Program Development Analyze Design Develop Strategize Formulate Persuade Implement	Marketing Advertise Analyze Assess Develop Promote Quantify Review Survey	Investigating Examine Explore Interrogate Intuit Probe Pursue Question Search
Editing Amend Analyze Approve Compare Read Review Revise Rewrite	Administration Access Assess Coordinate Monitor Organize Process Requisition Track	Consulting Advise Assess Counsel Guide Investigate Problem Solve Survey Troubleshoot	Teaching Educate Enlighten Explore Facilitate Inform Instruct Motivate Tutor	Public Relations Assess Coordinate Facilitate Negotiate Prepare Present Promote Publicize	Mechanical Align Analyze Construct Coordinate Craft Design Engineer Manipulate
Language Compare Comprehend Converse Interpret Lecture Negotiate Proficiency Translate	Finance Analyze Appraise Budget Inventory Invest Manage Project Valuate	Fundraising Analyze Contact Develop Inform Inquire Program Research Strategize	Counseling Analyze Assess Coordinate Facilitate Inform Intuit Listen Understand	Technical Conceptualize Construct Design/Develop Edit Inspect/Test Link Operate Troubleshoot	Marketing Advertise Analyze Assess Develop Promote Quantify Review Survey
Performing Act Create Entertain Inspire Interpret Model Play Present	Logistics Arrange Classify Liaison Maintain Organize Schedule Streamline Systematize	Management Coordinate Delegate Evaluate Facilitate Mediate Monitor Schedule Strategize	Human Resources Appraise Interview Mediate Recruit Screen Select Survey Train	Design Build Display Draft Explore Layout Organize Pattern Sketch	Writing Abstract Capture Conceive Construct Craft Express Integrate Interpret

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Rev. May 2016