



OFFICE OF
CAREER EDUCATION

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

Design

Build
Display
Draft
Explore
Layout
Organize
Pattern
Sketch

Human Resources

Appraise
Interview
Mediate
Recruit
Screen
Select
Survey
Train

Management

Coordinate
Delegate
Evaluate
Facilitate
Mediate
Monitor
Schedule
Strategize

Persuading

Arbitrate
Articulate
Challenge
Clarify
Influence
Mediate
Present
Reconcile

Teaching

Educate
Enlighten
Explore
Facilitate
Inform
Instruct
Motivate
Tutor

Administration

Access
Assess
Coordinate
Monitor
Organize
Process
Requisition
Track

Editing

Amend
Analyze
Approve
Compare
Read
Review
Revise
Rewrite

Investigating

Examine
Explore
Interrogate
Intuit
Probe
Pursue
Question
Search

Marketing

Advertise
Analyze
Assess
Develop
Promote
Quantify
Review
Survey

Program Development

Analyze
Design
Develop
Strategize
Formulate
Persuade
Implement

Technical

Conceptualize
Construct
Design/Develop
Edit
Inspect/Test
Link
Operate
Troubleshoot

Consulting

Advise
Assess
Counsel
Guide
Investigate
Problem Solve
Survey
Troubleshoot

Finance

Analyze
Appraise
Budget
Inventory
Invest
Manage
Project
Valuate

Language

Compare
Comprehend
Converse
Interpret
Lecture
Negotiate
Proficiency
Translate

Mechanical

Align
Analyze
Construct
Coordinate
Craft
Design
Engineer
Manipulate

Public Relations

Assess
Coordinate
Facilitate
Negotiate
Prepare
Present
Promote
Publicize

Writing

Abstract
Capture
Conceive
Construct
Craft
Express
Integrate
Interpret

Counseling

Analyze
Assess
Coordinate
Facilitate
Inform
Intuit
Listen
Understand

Fundraising

Analyze
Contact
Develop
Inform
Inquire
Program
Research
Strategize

Logistics

Arrange
Classify
Liaison
Maintain
Organize
Schedule
Streamline
Systematize

Performing

Act
Create
Entertain
Inspire
Interpret
Model
Play
Present

Selling

Convince
Educate
Handle
Inform
Persuade
Present
Provide
Vend

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