



OFFICE OF
CAREER EDUCATION

Action Verbs

Suggestions for Various Job Fields

1681 5th Avenue | (304) 696-2370 | career@marshall.edu

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.*

Administrative

Access
Assess
Coordinate
Monitor
Organize
Process
Requisition
Track

Child Care

Care
Prepare
Cook
Communicate
Manage

Customer Service

Catalog
Schedule
Organize
Communicate
Train
Develop
Contact

Design

Build
Display
Draft
Explore
Layout
Organize
Pattern
Sketch

Editing

Amend
Analyze
Approve
Compare
Read
Review
Revise
Rewrite

Fundraising

Analyze
Contact
Develop
Inform
Inquire
Program
Research
Strategize

Home Health

Assist
Assess
Record/Chart
Monitor
Document
Observe
Guide
Support

Hosting

Organize
Train
Teach
Deliver
Greet
Schedule

Installation

Install
Construct/Build
Maintain
Communicate
Wire

Janitorial/ Cleaning

Prepare
Clean
Organize
Wash
Manage
Train

Lawn Care

Schedule
Stock
Manage
Repair
Engage

Managing

Coordinate
Delegate
Evaluate
Facilitate
Mediate
Monitor
Schedule
Strategize

Marketing

Advertise
Analyze
Assess
Develop
Promote
Quantify
Review
Survey

Mechanical

Align
Analyze
Construct
Coordinate
Craft
Design
Engineer
Manipulate

Performing

Act
Create
Entertain
Inspire
Interpret
Model
Play
Present

Persuading

Arbitrate
Articulate
Challenge
Clarify
Influence
Mediate
Present
Reconcile

Retail

Stock
Organize
Manage
Sell
Register
Count

Selling

Convince
Educate
Handle
Inform
Persuade
Present
Provide
Vend

Serving

Prepare
Manage
Stock
Engage
Deliver

Social Service

Analyze
Assess
Coordinate
Facilitate
Inform
Intuit
Listen
Understand

Teaching

Educate
Enlighten
Explore
Facilitate
Inform
Instruct
Motivate
Tutor

Technical

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

Writing

Abstract
Capture
Conceive
Construct
Craft
Express
Integrate
Interpret

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