



Clafin University

Division of Student Development and Services
Office of Career Development

ACTION VERBS TO USE IN RESUME WRITING

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
- Dray
- Draft
- Layout
- Create
- Plan
- Style
- Pattern
- Build
- Display

Fund Raising

- Research
- Analyze
- Strategize
- Program
- Develop
- Contact
- Inquire
- Inform
- Motivate
- Direct
- Persuade

Innovating

- Create
- Modify
- Change
- Upgrade
- Improve
- Design
- Activate
- Restructure
- Establish
- Stimulate
- Implement
- Transform

Administration

- Monitor
- Track
- Assess
- Coordinate
- Organize
- Requisition
- Access
- Recieve
- 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
- 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
- Advance
- Expand

Management/ Supervision

- Coordinate
- Facilitate
- Plan
- Schedule
- Delegate
- Mediate
- Evaluate
- Listen
- Consult
- Monitor
- Manage
- Supervise

Marketing

- Review
- Assess
- Survey
- Analyze
- Qualify
- Identify
- Announce
- Promote
- Advertise
- Advance

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
- 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 and 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
- Capture
- Abstract
- Express
- Inform
- Summarize
- Conclude

