

**Resume Action Words by Category (Present Tense)**

**1. Did you start something?**

Activate	Form	Initiate	Open
Adopt	Finding	Institute	Originate
Begin	Generate	Introduce	Start
Establish	Implement	Launch	Undertaking

**2. Did you think up something new?**

Conceive	Devise	Invent	Solve
Conceptualize	Discover	Originate	Synergize
Create	Generate	Perceive	Synthesize
Design	Improvise	Pioneer	Visualize
Develop	Innovate	Shape	

**3. Did you provide something?**

Dispense	Install	Present	Respond
Distribute	Offer	Provide	Submit
Fit	Perform	Render	Supply
Furnish			

**4. Did you make something?**

Assemble	Draw	Make	Program
Build	Engineer	Paint	Publish
Compose	Fabricate	Photograph	Sketch
Construct	Fashion	Prepare	Use
Draft	Form	Produce	Work

**5. Did you obtain something new?**

Acquire	Expand	Purchase	Secure
Buy	Obtain	Raise	Solicit
Collect	Procure	Realize	
Cultivate	Produce	Receive	

**6. Did you improve things?**

Advance	Enlarge	Increase	Surpass
Augment	Enrich	Modernize	Streamline
Correct	Expedite	Reduce	Treat
Cultivate	Extend	Resolve	Update
Develop	Implement	Revitalize	Upgrade
Enhance	Improve	Solve	

**7. Did you make changes?**

Adapt	Extend	Refine	Standardize
Adopt	Extract	Reorganize	Supplement
Centralize	Implement	Restore	Systematize
Combine	Improvise	Restructure	Synergize
Condense	Modify	Revise	Tailor
Convert	Reconstruct	Separate	Unify
Edit	Redesign	Simplify	Unite
Expand			

**8. Did you discover something?**

Ascertain	Discover	Perceive	Solve
Determine	Find	Pinpoint	Uncover
Detect	Identify	Prove	Verify
Diagnose	Learn	Recognize	

**9. Did you save the day?**

Avert	Prevent	Save	Succeed
Divert	Salvage	Solve	Withstand
Prevail			

**10. Did you finish something?**

Achieve	Conclude	Finalize	Reach
Accomplish	End	Finish	Realize
Attain	Establish	Fulfill	Terminate
Complete	Execute		

**11. Did you evaluate something?**

Analyze	Compare	Perceive	Rate
Appraise	Evaluate	Qualify	Reason
Assess	Judge	Quantify	Review

**12. Did you observe or pay special attention to something?**

Address	Investigate	Perceive	Study
Examine	Inspect	Question	Survey
Experiment	Measure	Read	Test
Explore	Observe	Research	Weigh

**13. Did you make decisions?**

Activate	Approve	Decide	Resolve
Adopt	Conclude	Determine	Settle

**14. Did you negotiate?**

Arbitrate	Mediate	Reason	Settle
Balance	Moderate	Reconcile	Solve
Intervene	Negotiate	Resolve	

**15. Did you organize something?**

Arrange	Comply	Coordinate	Prepare
Assemble	Compile	Correlate	Structure
Categorize	Connect	Implement	Summarize
Collect	Consolidate	Organize	Systematize
Combine			

**16. Did you operate something?**

Conduct	Handle	Perform	Repair
Control	Implement	Troubleshoot	Tend
Fix	Maintain	Run	Use
Function	Operate	Rebuild	Work

**17. Did you document something?**

Certify	Log	Record	Support
Chart	Map	Research	Tabulate
Document	Prove	Substantiate	

**18. Did you explain something?**

Define	Detail	Elucidate	Explain
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**19. Did you make connections?**

Align	Connect	Match	Merge
Network			

**20. Did you understand something?**

Attribute	Grasp	Perceive	Translate
Discern	Interpret	Transcribe	

**21. Were you responsible?**

Assure	Ensure	Protect	Secure
Confirm	Guarantee	Satisfy	Inspect
Deliver	Guard	Safeguard	

**22. Were you future-oriented?**

Estimate	Deter	Predict	Project
Forecast	Hypothesize	Prevent	Strategize

**23. Did you work with people?**

Advise	Guide	Mentor	Reinforce
Coach	Influence	Motivate	Rehabilitate
Convince	Inform	Persuade	Serve
Counsel	Inspire	Prescribe	Teach
Educate	Instruct	Probe	Train
Facilitate	Listen	Recommend	Tutor

**24. Were you part of a team?**

Advise	Confer	Foster	Participate
Aid	Consult	Help	Serve
Assist [DO NOT USE]	Cooperate	Join	Team with
Collaborate	Facilitate	Meet with	

**25. Did you manage or lead?**

Act	Govern	Lead	Perform
Administer	Handle	Maintain	Pilot
Advise	Head	Manage	Process
Conduct	Implement	Motivate	Schedule
Control	Inspire	Navigate	Show
Direct	Influence	Order	Supervise
Facilitate	Integrate	Oversee	Use
Foster			

**26. Did you supervise employees?**

Appoint	Employ	Hire	Refer
Award	Enforce	Interview	Select
Enlist	Evaluate	Nominate	Staff
Elect	Fir	Recruit	Terminate

**27. Did you communicate something?**

Communicate	Lecture	Relate	Speak
Demonstrate	Model	Report	Submit
Display	Persuade	Represent	Symbolize
Dramatize	Present	Share	Verbalize
Explain	Propose	Show	Write
Illustrate	Publicize		

**28. Personal Descriptors**

Able	Confident	Intelligent	Risk-taking
Accommodating	Dynamic	Intuitive	Self-motivated
Accountable	Effective	Leading edge	Sensitive
Analytical	Effective writer	Learning	Serious
Articulate	Energetic	Open	Service-oriented
Authentic	Enthusiastic	Organized	Sincere
Autonomous	Experienced	Perceptive	Skilled
Available	Flexible	Powerful	Straight-forward
Catalytic	Growth-oriented	Producing	Supportive
Challenged	Hardworking	Professional	Talented
Clear thinker	Humorous	Quality-oriented	Team Contributor
Committed	Initiator	Quick-study	Thorough
Compassionate	Insightful	Results-oriented	Versatile
Concerned			