

Resume Action Words (Present Tense—to be used for Current Employment & Activities)

Abstract	Author	Conceptualize	Develop
Access	Authorize	Conclude	Devise
Accomplish	Avert	Condense	Diagnose
Achieve	Award	Conduct	Direct
Acquire	Balance	Confer	Discern
Act	Begin	Configure	Discharge
Activate	Bolster	Confirm	Discover
Adapt	Buy	Connect	Discriminate
Add	Brief	Conserve	Dispense
Address	Budget	Consolidate	Dispatch
Adjust	Build	Construct	Display
Administer	Calculate	Contract	Dissect
Adopt	Care	Consult	Distribute
Advance	Case Manage	Continue	Divert
Advertise	Categorize	Contribute	Document
Advise	Centralize	Control	Draft
Advocate	Certify	Convert	Dramatize
Aid	Change	Convince	Draw
Align	Charge	Cooperate	Drive
Allocate	Chartered	Coordinate	Earn
Analyze	Charter	Copy	Edit
Answer	Check	Correct	Educate
Anticipate	Clarify	Correlate	Elect
Apply	Classify	Counsel	Eliminate
Appoint	Co-author	Create	Elucidate
Appraise	Coach	Critique	Empathize
Approve	Collaborate	Cultivate	Employ
Arbitrate	Collaborate with	Deal	Enable
Arrange	Collate	Debate	End
Ascertain	Collect	Decentralize	Enforce
Assemble	Combine	Decide	Engage
Assemble group of	Comfort	Define	Engineer
Assess	Communicate	Delegate	Enhance
Assist [DO NOT USE]	Compare	Deliver	Enlarge
Assure	Compile	Demonstrate	Enlist
Attain	Complete	Design	Enlighten
Attend	Comply	Detail	Enrich
Attribute	Compose	Detect	Ensure
Audit	Compute	Determine	Establish
Augment	Conceive	Deter	Estimate

Evaluate	Handle	Locate	Persuade
Examine	Head	Log	Photograph
Exceed	Help	Make	Pilot
Excel	Hire	Maintain	Pinpoint
Execute	Host	Manage	Pioneer
Expand	Hypothesize	Manipulate	Plan
Expedite	Identify	Manufacture	Poll
Experiment	Illustrate	Map	Practice
Explain	Imagine	Market	Predict
Explore	Implement	Master	Prepare
Express	Improve	Match	Perfect
Extend	Improvise	Maximize	Prescribe
Extract	Increase	Measure	Present
Fabricate	Influence	Mediate	Preside
Facilitate	Inform	Mentor	Prevail
Fashion	Initiate	Merchandise	Prevent
File	Innovate	Merge	Prioritize
Finalize	Inspect	Meet	Problem-solve
Finance	Inspire	Meet with	Print
Finish	Install	Model	Probe
Fire	Institute	Moderate	Process
Fit	Instruct	Modernize	Procure
Fix	Integrate	Modify	Produce
Focus	Interact	Monitor	Program
Follow	Interpret	Motivate	Progress
Forecast	Interview	Navigate	Project
Form	Introduce	Negotiate	Promote
Foster	Invent	Network	Proofread
Find	Inventory	Nominate	Propose
Formulate	Investigate	Observe	Protect
Fulfill	Invite	Obtain	Prove
Function	Involve	Offer	Provide
Furnish	Involve with team	Open	Publicize
Gain	Issue	Operate	Publish
Galvanize	Join	Order	Purchase
Gather	Join forces with	Organize	Qualify
Give	Judge	Orient	Quantify
Generate	Keep	Originate	Question
Govern	Launch	Outsource	Raise
Grasp	Learn	Overcome	Run
Grow	Lecture	Oversee	Rank
Gross	Lead	Paint	Rate
Guarantee	Lift	Participate	Rationalize
Guard	Link	Partner	Reach
Guide	Listen	Perceive	Read
Reason	Lobby	Perform	Realize

Rebuild	Select	Tailor	
Receive	Separate	Talk	
Recognize	Serve	Teach	
Recommend	Service	Team	
Reconcile	Setting goals	Team with	
Reconfigure	Settle	Tend	
Reconstruct	Shadow	Terminate	
Record	Shape	Test	
Recruit	Share	Theorize	
Rectify	Show	Train	
Redesign	Simplify	Transcribe	
Reduce	Sketch	Translate	
Refer	Skill	Transpose	
Refine	Solicit	Travel	
Reframe	Solve	Treat	
Regulate	Sort	Troubleshoot	
Rehabilitate	Seek	Tutor	
Reinforce	Specialize	Uncover	
Reinstate	Speak	Undertake	
Relate	Staff	Unify	
Rely	Standardize	Upgrade	
Remove	Start	Use	
Report	Strategize	Utilize	
Research	Streamline	Validate	
Resolve	Strengthen	Verbalize	
Respond	Stress	Verify	
Restore	Structure	Visualize	
Restructure	Study	Volunteer	
Retain	Submit	Weigh	
Retrieve	Substantiate	Withstand	
Revamp	Succeed	Win	
Review	Summarize	Work	
Revise	Supervise	Work together with	
Revitalize	Supplement	Write	
Route	Supply		
Safeguard	Support		
Salvage	Surpass		
Satisfy	Survey		
Save	Sustain		
Scan	Symbolize		
Schedule	Synergize		
Scheme	Synthesize		
Screen	Systematize		
Secure	Tabulate		