

Action Words for Resumes

Accumulate	Ensure	Participate
Administer	Establish	Plan
Advise	Evaluate	Present
Analyze	Examine	Produce
Appraise	Execute	Promote
Approve	Expedite	Provide
Ascertain		
Assign	Facilitate	Receive
Assure	Follow-up	Recommend
Audit	Forecast	Record
Authorize	Formulate	Reject
	Function	Release
Budget	Furnish	Report
		Represent
Calculate	Gather	Respond
Check	Give	Review
Collaborate		Revise
Collect	Implement	
Compile	Improve	Schedule
Complete	Inform	Secure
Conduct	Initiate	See
Consolidate	Inspect	Select
Consult	Issue	Serve
Control	Interpret	Service
Coordinate	Interview	Sign
Counsel	Inventory	Specify
	Investigate	Standardize
Delegate		Store
Design	Maintain	Structure
Determine	Make	Study
Develop	Manage	Submit
Dictate	Motivate	Supply
Direct		Supervise
Discuss	Notify	Survey
Distribute		
	Obtain	Take
	Operate	Train
	Organize	
		Verify