

Additional Action Words for Resumes

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| <u>WORKS</u> Attaches Changes Conducts Destroys Enters Files Handles Hires Inserts Locates Makes Moves Operates Performs Places Prepares Prints Processes Produces Records Retains Rewords Runs Separates Sorts Stamps Tabulates Uses Works Writes <u>PUSHES ALONG</u> Encourages Develops Furthers Maintains Pushes <u>MAKES DECISIONS</u> Decides Determines Reviews Weighs | <u>CREATES</u> Creates Designs Devises Develops Formulates Initiates Installs Originates Plans Schedules <u>ASKS OTHERS</u> Asks Claims Requests <u>CONTROLS</u> Charges Checks Conserves Controls Corrects Counts Edits Enforces Follow-ups Initiates Inspects Insures Logs Measures Proves Rejects Reports Restricts Reviews Terminates Verifies <u>EXPLAINS</u> Describes Explains Indicates Shows States | <u>GIVES</u> Delivers Distributes Forwards Gives Issues Mails Makes Available Pays Provides Releases Routes Sells Sends Ships Submits Supplies Transfers <u>STUDIES</u> Analyzes Checks Compares Evaluates Forecasts Identifies Inspects Interviews Investigates Measures Plans Reads Studies Surveys Weighs <u>TIES TOGETHER</u> Confers Contracts Coordinates Reconciles Represents Ties Together <u>STOPS</u> Checks Deletes Prevents Returns | <u>GETS</u> Accepts Accumulates Buys Compiles Gathers Gets Keeps Obtains Picks up Procures Pulls Purchases Recalls Receives Secures Takes Withdraws TAKES EXECUTIVE <u>ACTION</u> Approves Authorizes Directs Establishes Executes Orders Rejects Requires Signs Supervises <u>TELLS OTHERS</u> Advises Assigns Notifies Orders Prescribes Recommends Submits Tells <u>HELPS</u> Aids Assists Helps Participates Protects Serves |
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