



## Action Verbs To Jump Start Your Resume

Hiring Managers quickly want to see what you have successfully accomplished.

Accounts	Compiles	Distributes	Inspects	Programs	Supplies
Acquires	Composes	Drafts	Instructs	Promotes	Surveys
Adapts	Computes	Duplicates	Interprets	Proofreads	Synthesizes
Adjusts	Condenses	Edits	Interviews	Proposes	Systematizes
Administers	Confers	Elaborates	Inventories	Pulls	Tabulates
Adopts	Confirms	Elects	Invents	Purchases	Teaches
Advises	Consolidates	Eliminates	Investigates	Pushes	Tends
Advocates	Constructs	Employs	Issues	Quantifies	Testifies
Allocates	Consults	Encourages	Itemizes	Questions	Tests
Allots	Controls	Endorses	Joins	Ranks	Totals
Alters	Converts	Enters	Judges	Rates	Trains
Amuses	Conveys	Enters	Justifies	Reaps	Transacts
Analyzes	Coordinates	Entertains	Leads	Recommends	Transcribes
Answers	Copies	Escorts	Lifts	Reconciles	Transfers
Applies	Corrects	Estimates	Loads	Records	Translates
Appoints	Correlates	Evaluates	Locates	Reduces	Transmits
Appraises	Corresponds	Examines	Manages	Refers	Treats
Approves	Counsels	Exchanges	Manipulates	Refines	Turns
Arbitrates	Counts	Exercises	Maps	Registers	Tutors
Arranges	Creates	Exhibits	Matches	Regulates	Types
Assembles	Debates	Experiments	Mediates	Reinforces	Updates
Assesses	Decides	Explains	Modifies	Releases	Writes
Assigns	Defends	Extracts	Monitors	Remits	
Audits	Defines	Fabricates	Motivates	Reports	
Authorizes	Delegates	Fastens	Negotiates	Represents	
Awards	Deliberates	Files	Notifies	Researches	
Balances	Delivers	Forecasts	Nullifies	Resolves	
Bargains	Demonstrates	Formulates	Observes	Retrieves	
Batches	Describes	Garners	Obtains	Reviews	
Budgets	Designates	Gathers	Opens	Revises	
Calculates	Designs	Gauges	Operates	Rewards	
Calibrates	Destroys	Generates	Organizes	Scans	
Carries	Detects	Governs	Originates	Schedules	
Categorizes	Determines	Grades	Outlines	Screens	
Certifies	Develops	Guards	Oversees	Searches	
Checks	Devises	Guides	Permits	Selects	
Circulates	Diagnoses	Hires	Persuades	Sells	
Classifies	Directs	Hypothesizes	Plans	Sends	
Cleans	Disburses	Identifies	Posts	Serves	
Climbs	Disciplines	Illustrates	Predicts	Services	
Coaches	Discovers	Implements	Prescribes	Solicits	
Codes	Discusses	Improves	Presents	Solves	
Collaborates	Dismantles	Indexes	Preserves	Sorts	
Collates	Dispatches	Indicts	Prevents	Studies	
Collects	Dispenses	Informs	Procures	Submits	
Compares	Disseminates	Innovates	Produces	Summarizes	