**University Career Services**

**Resume Action Verbs**

| abstract  | accelerate  | accommodate  | accomplish  | accumulate  | achieve  | acquire  | act  | activate |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| adapt  | add  | address  | adjust  | administer  | advertise  | advise  | advocate  | aid |
| align  | allocate  | amend  | analyze  | answer  | anticipate  | apply  | appoint  | appraise |
| approve  | arrange  | articulate  | assemble  | assess  | assign  | assist  | attain  | attend |
| attract  | audit  | author  | authorize  | balance  | bargain  | begin  | boost  | bought |
| brief  | budget  | build  | calculate  | canvass  | capture  | catalogue  | cater  | centralize |
| chair  | charge  | chart  | check  | clarify  | classify  | coach  | collaborate  | collate |
| collect  | combine  | communicate  | compare  | compile  | complete  | compose  | compute  | conclude |
| conduct  | confirm  | connect  | conserve  | construct  | consult  | contact  | contribute  | control |
| convert  | coordinate  | correlate  | counsel  | create  | critique  | customize  | debate  | debug |
| decide  | decrease  | dedicate  | defend  | define  | delegate  | deliver  | demonstrate  | describe |
| design  | detail  | develop  | devise  | diagram  | direct  | discuss  | distribute  | document |
| earn  | edit  | educate  | effect  | eliminate  | emphasize  | employ  | enable  | encourage |
| enforce  | enhance  | enrich  | ensure  | enter  | establish  | estimate  | evaluate  | examine |
| execute  | experiment  | explain  | facilitate  | fashion  | file  | focus  | forecast  | formulate |
| foster  | fund  | gather  | generate  | govern  | grant  | guided  | handle  | help |
| highlight  | hire  | host  | identify  | illustrate  | impart  | implement  | import  | improve |
| incorporate  | increase  | index  | individualize  | influence  | inform  | initiate  | innovate  | install |
| instruct  | insure  | integrate  | interact  | interpret  | interview  | introduce  | invent  | inventory |
| investigate  | involve  | join  | judge  | justify  | label  | launch  | lead  | learn |
| lecture  | license  | list  | lobby  | locate  | log  | maintain  | manage  | manufacture |
| map  | market  | master  | maximize  | measure  | mediate  | mentor  | merge  | minimize |
| model  | modify  | monitor  | motivate  | narrate  | navigate  | negotiate  | notify  | nurture |
| observe  | obtain  | officiate  | operate  | order  | organize  | orient  | outline  | overhaul |
| oversee  | package  | participate  | perceive  | perfect  | perform  | persuade  | pilot  | plan |
| practice  | predict  | perpare  | present  | preside  | prevent  | prioritize  | process  | produce |
| program  | project  | promote  | propose  | provide  | publicize  | publish  | purchase  | qualify |
| quantify  | quote  | raise  | ran  | rate  | reason  | recognize  | recommend  | record |
| recreate  | recruit  | reduce  | refer  | refine  | register  | regulate  | release  | render |
| renew  | repair  | replace  | report  | represent  | research  | reserve  | respond  | restore |
| retain  | reveal  | review  | revise  | sample  | save  | schedule  | script  | search |
| secure  | segment  | select  | serve  | shape  | share  | show  | simplify  | simulate |
| sold  | solicit  | sort  | structure  | study  | submit  | spearhead  | standardize  | start |
| suggest  | summarize  | supervise  | supply  | support  | survey  | target  | taught  | teach |
| terminate  | test  | tour  | track  | train  | transform  | translate  | transmit  | travel |
| troublshoot  | tutor  | uncover  | unify  | update  | upgrade  | use  | utilize  | validate |
| value  | verify  | view  | visit  | volunteer  | weigh  | withdraw  | witness  | write |