

List of Words to Use in Your Résumé



Your résumé must emphasize what you have done in an interesting and enthusiastic way. Use words that describe your capabilities, skills and accomplishments. Below is a list of action words. Check the ones you want to highlight on your résumé. Review the JobSearch Guides: [How to Write a Résumé](#) and [Components of a Résumé](#).

<input type="checkbox"/> act	<input type="checkbox"/> counsel	<input type="checkbox"/> facilitate
<input type="checkbox"/> adapt	<input type="checkbox"/> create	<input type="checkbox"/> file
<input type="checkbox"/> administer	<input type="checkbox"/> deliver	<input type="checkbox"/> fix
<input type="checkbox"/> advise	<input type="checkbox"/> design	<input type="checkbox"/> follow
<input type="checkbox"/> analyze	<input type="checkbox"/> detail	<input type="checkbox"/> generate
<input type="checkbox"/> arrange	<input type="checkbox"/> detect	<input type="checkbox"/> give
<input type="checkbox"/> arbitrate	<input type="checkbox"/> develop	<input type="checkbox"/> guide
<input type="checkbox"/> assist	<input type="checkbox"/> diagnose	<input type="checkbox"/> identify
<input type="checkbox"/> audit	<input type="checkbox"/> direct	<input type="checkbox"/> imagine
<input type="checkbox"/> build	<input type="checkbox"/> discover	<input type="checkbox"/> implement
<input type="checkbox"/> calculate	<input type="checkbox"/> display	<input type="checkbox"/> improve
<input type="checkbox"/> check	<input type="checkbox"/> distribute	<input type="checkbox"/> improvise
<input type="checkbox"/> coach	<input type="checkbox"/> dramatize	<input type="checkbox"/> influence
<input type="checkbox"/> communicate	<input type="checkbox"/> draw	<input type="checkbox"/> increase
<input type="checkbox"/> compile	<input type="checkbox"/> drive	<input type="checkbox"/> initiate
<input type="checkbox"/> compose	<input type="checkbox"/> edit	<input type="checkbox"/> inspect
<input type="checkbox"/> conduct	<input type="checkbox"/> enforce	<input type="checkbox"/> instruct
<input type="checkbox"/> compute	<input type="checkbox"/> ensure	<input type="checkbox"/> install
<input type="checkbox"/> contribute	<input type="checkbox"/> establish	<input type="checkbox"/> interpret
<input type="checkbox"/> control	<input type="checkbox"/> evaluate	<input type="checkbox"/> invent
<input type="checkbox"/> consult	<input type="checkbox"/> examine	<input type="checkbox"/> investigate
<input type="checkbox"/> construct	<input type="checkbox"/> execute	<input type="checkbox"/> judge
<input type="checkbox"/> coordinate	<input type="checkbox"/> express	<input type="checkbox"/> lead

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___	learn	___	promote	___	sing
___	listen	___	provide	___	solve
___	make	___	publicize	___	speak
___	manage	___	purchase	___	start
___	memorize	___	raise	___	study
___	model	___	read	___	supervise
___	modify	___	reason	___	supply
___	motivate	___	recommend	___	talk
___	negotiate	___	reconcile	___	teach
___	observe	___	recruit	___	train
___	operate	___	reduce	___	transcribe
___	originate	___	relate	___	translate
___	organize	___	reorganize	___	travel
___	oversee	___	repair	___	tutor
___	paint	___	report	___	type
___	perform	___	research	___	understand
___	photograph	___	resolve	___	unify
___	pilot	___	restore	___	verbalize
___	plan	___	review	___	utilize
___	prepare	___	risk	___	verify
___	present	___	schedule		
___	print	___	sell		
___	produce	___	sew		
___	program	___	share		