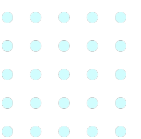
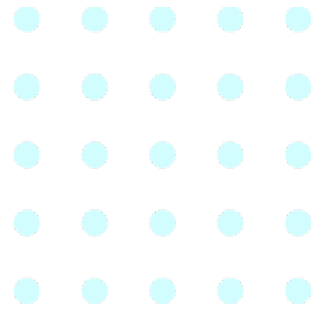




ACTION WORDS FOR RESUMES

NYU CALI





Action Words for Résumés

The following words may help with organizing and writing your resume action verb phrases. Think about your duties, responsibilities, and accomplishments as you read through these lists. Use present tense verbs for current positions or activities and past tense verbs for those which are completed.

Management Skills

administer
analyze
assign
attain
chair
contract
consolidate
coordinate
delegate
develop
direct
evaluate
execute
improve
increase
organize
oversee
plan
prioritize
produce
recommend
review
schedule
strengthen
supervise

Communication Skills

address
arbitrate
arrange
author
correspond
develop
direct
draft
edit
enlist
formulate
influence
interpret
lecture
mediate
moderate
motivate
negotiate
persuade
promote
publicize
reconcile
recruit
speak
translate
write

Organizational Skills

approve
arrange
catalogue
classify
collect
compile
dispatch
execute
generate
implement
inspect
monitor
operate
organize
prepare
process
purchase
record
retrieve
screen
specify
systematize
tabulate
validate

Research Skills

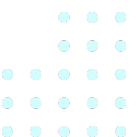
clarify
collect
critique
diagnose
evaluate
examine
extract
identify
inspect
interpret
interview
invest
organize
review
summarize
survey
systematize

Technical Skills

assemble
build
calculate
compute
design
devise
engineer
fabricate
maintain
operate
overhaul
program
remodel
repair
solve
train
upgrade

Teaching Skills

adapt
advise
clarify
coach
communicate
coordinate
develop
enable
encourage
evaluate
explain
facilitate
guide
inform
initiate
instruct
persuade





Financial Skills

administer
allocate
analyze
appraise
audit
balance
budget
calculate
compute
develop
forecast
manage
market
plan
project
research

Creative Skills

act
conceptualize
create
design
develop
direct
establish
fashion
found
illustrate
institute
integrate
introduce
invent
originate
perform
plan
revitalize
shape

Helping Skills

assess
assist
clarify
coach
counsel
demonstrate
diagnose
educate
expedite
facilitate
familiarize
guide
refer
rehabilitate
represent

Additional Resume Categories

To add relevant information to your resume that focuses on special knowledge or skills, consider the following resume headings:

Professional Affiliations
Internship Experiences
Accomplishments
Scholarships
Publications
Volunteer Activities

Technical Skills
Honors
Leadership Activities
Languages
Presentations

These materials supplied complements of:

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