

## Sample listing of action verbs

Your resume must showcase what you have done in an interesting and enthusiastic way. Use words that show your capabilities, skills and accomplishments. Here is a list of useful verbs. Additional words can be found on the CMO website at: [www.careermobilityoffice.cs.ny.gov/cmo/action\\_words1106.pdf](http://www.careermobilityoffice.cs.ny.gov/cmo/action_words1106.pdf).

Acquire	Draw	Make	Resolve
Act	Drive	Manage	Restore
Adapt	Edit	Market	Review
Administer	Eliminate	Mediate	Revise
Advise	Enforce	Modify	Schedule
Analyze	Engineer	Monitor	Secure
Apply	Ensure	Motivate	Sell
Arrange	Establish	Negotiate	Serve
Assess	Evaluate	Observe	Share
Assist	Examine	Obtain	Solve
Audit	Execute	Operate	Specify
Build	Expand	Orchestrate	Start
Calculate	Expedite	Organize	Stimulate
Check	Express	Oversee	Strengthen
Coach	Facilitate	Paint	Study
Collaborate	File	Perform	Supervise
Communicate	Fix	Pilot	Supply
Compile	Forecast	Plan	Survey
Compose	Form	Prepare	Talk
Conduct	Formulate	Present	Teach
Compute	Generate	Print	Train
Contribute	Give	Produce	Transcribe
Control	Guide	Program	Translate
Consult	Identify	Project	Travel
Construct	Implement	Promote	Tutor
Coordinate	Improve	Provide	Type
Counsel	Improvise	Publicize	Understand
Create	Influence	Purchase	Unify
Define	Increase	Read	Utilize
Deliver	Initiate	Recommend	Verbalize
Design	Inspect	Reconcile	Verify
Detail	Inspire	Recruit	Write
Detect	Instruct	Reduce	
Develop	Install	Regulate	
Direct	Investigate	Reorganize	
Discover	Lead	Repair	
Display	Learn	Report	