

## Resume Action Verb List

Accelerate	Compose	Endure	Initiate	Perceive	Review
Accomplish	Comprehend	Engineer	Innovate	Perform	Scan
Achieve	Compute	Ensured	Inspect	Persist	Schedule
Acquire	Concentrate	Entertain	Inspire	Persuade	Screen
Act/Perform	Conceptualize	Establish	Install	Photograph	Search
Adapt	Conclude	Estimate	Institute	Place	Secure
Administer	Conduct	Evaluate	Instruct	Plan	Separate
Advance	Confront	Examine	Integrate	Predict	Select
Advertise	Connect	Exchange	Interact	Prepare	Serve
Advise	Consolidate	Execute	Interpret	Present	Shape
Analyze	Construct	Exhibit	Interview	Preside	Sketch
Anticipate	Contact	Expedite	Inventory	Print	Solve
Apply	Contract	Explain	Investigate	Problem solve	Sort
Appraise	Control	Fabricated	Judge	Process	Speak
Approve	Convert	Facilitate	Justify	Procure	Specified
Arrange	Cooperate	Filed	Lead	Produce	Staff
Assemble	Coordinate	Familiarize	Lift	Program	Standardize
Assess	Copy	Figure	Liquidate	Promote	Steer
Assist	Correspond	Financed	Listen	Proofread	Stimulate
Assign	Corroborated	Fit	Load	Protect	Stock
Attain	Counsel	Follow	Locate	Provide	Streamline
Audit	Create	Forecast	Made	Publicize	Strengthen
Authorize	Critique	Foresee	Maintain	Publish	Structure
Automate	Cultivate	Forge	Manage	Purchase	Study
Balance	Decide	Formalize	Manipulate	Push	Summarize
Bargain	Decrease	Formulate	Market	Question	Supervise
Budget	Define	Gather	Master	Rate	Support
Build	Delegate	Generate	Measure	Read	Survey
Buy	Demonstrate	Govern	Mediate	Reason	Systemize
Calculate	Describe	Grade	Memorize	Recommend	Teach
Care	Designate	Grind	Mentor	Reconcile	Tailor
Carry	Design	Grow	Merchandise	Record	Track
Catalog	Detail	Guide	Model	Recruit	Train
Chair	Detect	Handle	Moderate	Redesign	Transcribe
Change	Develop	Help	Modify	Reduce	Transfer
Chart	Devise	Hire	Monitor	Refer	Transform
Choose	Diagnose	Identify	Motivate	Reinforce	Transmit
Classify	Discover	Illustrate	Move	Relate	Translate
Clean	Display	Imagine	Navigate	Reorganize	Travel
Clerk	Distribute	Implement	Negotiate	Repair	Tutored
Coach	Documented	Improve	Nurture	Report	Type
Collaborate	Draft	Improvise	Observe	Represent	Unify
Collect	Draw	Increase	Obtain	Research	Update
Color	Edit	Index	Operate	Resolve	Upgrade
Communicate	Educate	Influence	Order	Respond	Utilize
Compare	Employed		Organize	Restore	Visualize
Compile	Encourage		Originate	Retrieve	Volunteer
Complete	Enforced		Participate	Revise	Write

## Personal Characteristics

Activate	Eager	Logical	Resourceful
Accurate	Easy Going	Loyal	Responsible
Adaptable	Efficient	Mature	Retiring
Adventurous	Emotional	Methodical	Robust
Affectionate	Energetic	Meticulous	Self-confident
Aggressive	Enterprising	Mild	Self-controlled
Alert	Enthusiastic	Moderate	Sensible
Ambitious	Fair-minded	Modest	Sensitive
Artistic	Farsighted	Natural	Serious
Assertive	Firm	Obliging	Sharp-witted
Attractive	Flexible	Open-minded	Sincere
Bold	Forceful	Opportunistic	Sociable
Broad-minded	Formal	Optimistic	Spontaneous
Business-like	Frank	Organized	Stable
Calm	Friendly	Original	Steady
Capable	Fun-loving	Outgoing	Strong
Careful	Generous	Painstaking	Strong-minded
Cautious	Gentle	Patient	Sympathetic
Cheerful	Good-natured	Peaceable	Tactful
Clear-Thinking	Happy-go-lucky	Persevering	Teachable
Clever	Healthy	Pleasant	Tenacious
Competent	Helpful	Poised	Thorough
Confident	Honest	Polite	Tolerant
Conscientious	Humorous	Popular	Tough
Conservative	Idealistic	Practical	Trusting
Considerate	Imaginative	Precise	Trustworthy
Cooperative	Independent	Progressive	Unaffected
Courageous	Individualistic	Prudent	Unassuming
Creative	Industrious	Purposeful	Understanding
Curious	Informal	Quick	Uninhibited
Daring	Ingenious	Quiet	Verbal
Deliberate	Intellectual	Rational	Versatile
Democratic	Intelligent	Realistic	Warm
Dependable	Inventive	Reasonable	Wholesome
Determined	Kind	Reflexive	
Dignified	Leisurely	Relaxed	
Dominate	Light-hearted	Reliable	
	Likeable	Reserved	