

Action Verbs to Help You Write Your Resume

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| <p><u>Decision Making</u></p> <p>Approve Require Decide Test Accept Authorize Terminate Render Consider Solve</p> | <p><u>Management</u></p> <p>Execute Approve Direct Change Organize Meet Establish Manage Anticipate Evaluate Plan Adjudicate Analyze</p> | <p><u>Change</u></p> <p>Modify Upgrade Create Stimulate Improve Compare Design Make Activate Establish Assemble</p> | <p><u>Auditing</u></p> <p>Review Analyze Report Conclude Change Recommend Guide Assist Evaluate Compare</p> |
| <p><u>Supervision</u></p> <p>Adhere Supervise Request Exercise Participate Maintain Delegate Encourage Counsel Assess Develop Report Foster Define Demonstrate Meet Assign</p> | <p><u>Administration</u></p> <p>Purchase Requisition Reject Store Ship Furnish Administer Supply Procure Secure Justify Engage Process Insure Reclaim Receive</p> | <p><u>Communication</u></p> <p>Write Inform Declare Interpret Contact Issue Testify Speak Display Critique</p> | <p><u>Personnel</u></p> <p>Train Select Interview Promote Transfer Handle Employ Appraise Recruit Screen Discharge Seek</p> |
| <p><u>Planning/Control</u></p> <p>Plan Forecast Assume Allocate Schedule Control Measure Progress Formulate Acquire Extend Monitor</p> | <p><u>External Activity</u></p> <p>Negotiate Cooperate Represent Coordinate Publicize Strengthen Define Develop Prepare Recommend Submit Purpose Investigate Compile</p> | <p><u>Research/Development</u></p> <p>Identify Evaluate Determine Review Analyze Research</p> | <p><u>Helping</u></p> <p>Assist Arrange Give Guide Counsel Serve Contribute Initiate Solve</p> |

