



COLLEGE OF HUMAN ECOLOGY

Action Verb Categories

Teamwork

Assist
Collaborate
Contribute
Cooperate
Coordinate
Delegate
Incorporate
Involve
Mediate
Participate
Partner
Share
Support
Unite

Adaptability

Acclimate
Adapt
Adjust
Alter
Anticipate
Comply
Evolve
Learn
Modify
Pivot
Revise
Rework

Creativity

Compose
Conceptualize
Create
Customize
Design
Develop
Direct
Display
Draw
Entertain
Establish
Fashion
Formulate
Generate
Illustrate
Imagine
Improve

Initiate
Innovate
Introduce
Invent
Modify
Originate
Perform
Refine
Revise
Revitalize
Shape
Visualize

Organization

Arrange
Catalogue
Categorize
Centralized
Chart
Collect
Compile
Coordinate
Correct
Distribute
Execute
File
Follow-through
Maintain
Map out
Monitor
Obtain
Operate
Order
Organize
Plan
Prepare
Prioritize
Process
Provide
Purchase
Record
Review
Schedule
Submit
Systematize
Update
Verify

Research

Analyze
Clarify
Collect
Compare
Conduct
Critique
Detect
Evaluate
Find
Highlight
Investigate
Persuade
Propose
Prove
Simulate
Quantify
Recruit
Stimulate
Study
Test
Train

Teaching

Advise
Assess
Clarify
Coach
Communicate
Develop
Educate
Evaluate
Explain
Facilitate
Guide
Influence
Initiate
Inspire
Instill
Instruct
Monitor
Persuade
Provide
Train
Tutor

Technical

Apply

Assemble
Build
Calculate
Compute
Conserve
Construct
Convert
Debug
Design
Determine
Develop
Engineer
Fabricate
Fortify
Install
Maintain
Operate
Overhaul
Print
Program
Rectify
Regulate
Remodel
Repair
Replace
Restore
Solve
Specialize
Standardize
Troubleshoot
Upgrade
Utilize

Leadership

Acted as/on
Administer
Appoint
Approve
Assign
Attain
Authorize
Benchmark
Contract
Control
Coordinate
Decide
Delegate
Develop

Direct
Eliminate
Emphasize
Enforce
Enhance
Establish
Evaluate
Execute
Facilitate
Found
Handle
Hire
Improve
Incorporate
Increase
Initiate
Lead
Manage
Motivate
Multi-task
Navigate
Organize
Oversee
Plan
Preside
Prioritize
Produce
Recommend
Restore
Review
Schedule
Secure
Select
Spearhead
Streamline
Strengthen
Supervise
Terminate

Communication

Address
Arbitrate
Articulate
Author
Clarify
Communicate
Compose
Connect

Consult
Contact
Convey
Convince
Correspond
Debate
Define
Direct
Discuss
Draft
Edit
Explain
Express
Influence
Interact
Interpret
Interview
Lecture
Listen
Mediate
Moderate
Motivate
Negotiate
Observe
Outline
Persuade
Present
Propose
Reason
Reconcile
Report
Resolve
Respond
Speak
Specify
Suggest
Summarize
Translate
Write

Quantify

Cut
Decrease
Eliminate
Increase
Maximize
Minimize
Raise



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Action Verb Categories Tips

Tip: Use industry-specific verbs to show that you are capable and have relevant experience.

- For example, if an employer is hiring a staff attorney, they would want to see industry-specific verbs such as **proofread** law cases or **defended** cases.

Tip: Steer clear of using the same action verb in multiple bullet points.

Tip: Avoid generic verbs like “led” or “managed” and opt for action verbs that provide insight into your management style and achievements.

- Some great people management action verb alternatives are:
 - Advocated
 - Coached
 - Mentored
 - Oversaw
 - Supported

Tip: Make sure your verbs are in the correct tense. If you are currently in the position, keep action verbs in present tense. If the position has ended, keep action verbs in past tense.

Tip: Make your position descriptions quantifiable.

- Think of your experiences. How many people did you work with? How many people did your job serve? How many projects were you part of? How many meetings did you attend weekly?
- Notice the difference between the two sentences below:

“Hosted events to fundraise profits.” vs. “Organized 3 community events with more than 150 attendees that fundraised \$12,600 in donations.”

Tip: Visit the CEC to have your resume critiqued. Once you had your first critique, come back with an updated version of your resume for final touches, double check your cover letter with us, have a practice interview with a Career Assistant, and get this job!