

# BULLET POINT ACTION VERBS

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Begin bulleted task descriptions on your resume with action verbs. Below are examples of verbs for various work or project functions.

## CLERICAL

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Address	Complete	Finalize	Input	Monitor	Record	Systematize
Amplify	Coordinate	Format	Journalize	Order	Reorganize	Tabulate
Arrange	Draft	Find	List	Organize	Screen	Update
Catalogue	Enter	Generate	Locate	Pin Point	Sort	Upgrade
Chair	Estimate	Implement	Log	Prepare	Specify	Validate
Compile	File	Index	Maintain	Process		

## COMMUNICATION

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Address	Conduct	Develop	Interview	Project	Recruit	Transmit
Advertise	Confront	Direct	Introduce	Promote	Refer	Welcome
Announce	Consult	Draft	Lecture	Propose	Resolve	Write
Arbitrate	Contact	Edit	Mediate	Publish	Speak	
Author	Convince	Explain	Moderate	Publicize	Specify	
Clarify	Correspond	Formulate	Motivate	Question	Suggest	
Collaborate	Counsel	Influence	Persuade	Quote	Summarize	
Communicate	Critique	Interpret	Post	Read	Translate	

## CREATIVE

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Act	Conduct	Display	Found	Invent	Pilot	Reshape
Adapt	Construct	Draft	Illustrate	Lay out	Pioneer	Revise
Advertise	Create	Entertain	Imagine	Market	Present	Sketch
Author	Customize	Establish	Improvise	Modify	Recreate	Solve
Compose	Design	Exhibit	Initiate	Originate	Restructure	Synthesize
Conceive	Develop	Explore	Innovate	Overhaul	Redesign	
Conceptualize	Devise	Fashion	Introduce	Perform	Remodel	

## FINANCIAL

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Account for	Appraise	Calculate	Estimate	Log	Project	Research
Allocate	Assess	Compute	Figure	Manage	Quote	Sponsor
Adjust	Audit	Develop	Forecast	Market	Reconcile	Tabulate
Administer	Balance	Document	Formulate	Plan	Record	Transact
Analyze	Budget	Equate	Input	Predict	Report	Transfer

## HELPING

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Accelerate	Assist	Counsel	Enhance	Guide	Motivate	Rehabilitate
Accommodate	Assure	Demonstrate	Expatriate	Help	Prescribe	Represent
Advance	Clarify	Diagnose	Expedite	Improve	Provide	Relieve
Alleviate	Coach	Educate	Facilitate	Influence	Reason	Remedy
Answer	Collaborate	Enable	Familiarize	Intervene	Refer	Suggest
Assess	Contribute	Encourage	Foster	Maximize	Refine	

## MANAGEMENT

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Administer	Consolidate	Diversify	Implement	Oversee	Regulate	Structure
Analyze	Contract	Employ	Improve	Plan	Reinforce	Supervise
Apply	Control	Enforce	Increase	Prescribe	Represent	Support
Arbitrate	Coordinate	Enlist	Institute	Preside	Resolve	Terminate
Assert	Critique	Establish	Integrate	Prioritize	Restructure	Track
Assign	Decide	Evaluate	Launch	Produce	Retain	Train
Attain	Delegate	Expand	Lead	Propose	Schedule	Trouble-shoot
Chair	Develop	Govern	Maintain	Rank	Select	
Coach	Direct	Handle	Manage	Recognize	Shape	
Conduct	Dispatch	Head	Order	Recommend	Stimulate	
Confront	Display	Hire	Organize	Recruit	Streamline	

## RESEARCH

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Assess	Conclude	Diagnose	Extract	Locate	Relate	Test
Calibrate	Conduct	Discover	Gather	Manipulate	Research	Theorize
Catalogue	Correlate	Document	Graph	Measure	Review	
Chart	Critique	Evaluate	Identify	Observe	Search	
Clarify	Define	Equate	Inspect	Predict	Summarize	
Collect	Detect	Examine	Interview	Prove	Synthesize	
Compare	Determine	Experiment	Investigate	Reason	Systematize	

## TEACHING

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Adapt	Clarify	Critique	Evaluate	Inspire	Persuade	Test
Advise	Coach	Develop	Explain	Instruct	Review	Train
Assess	Communicate	Discipline	Facilitate	Lecture	Reward	Tutor
Assign	Coordinate	Educate	Guide	Motivate	Schedule	
Award	Confront	Enable	Grade	Select	Screen	
Calculate	Control	Encourage	Influence	Set Goals	Study	
Chart	Correct	Enforce	Inform	Stimulate	Teach	

## TECHNICAL

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Assemble	Deliver	Fix	Operate	Produce	Service	Upgrade
Automate	Design	Generate	Overhaul	Program	Solve	
Build	Devise	Install	Package	Repair	Time	
Calculate	Distribute	Lay Out	Pilot	Remodel	Transmit	
Calibrate	Engineer	Maintain	Place	Reposition	Transport	
Compute	Execute	Modify	Prepare	Retrieve	Treat	
Construct	Fabricate	Move	Process	Route	Trim	

## MISCELLANEOUS

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Accomplish	Collect	Dispense	Familiarize	Occupy	Repeat	Surpass
Achieve	Complete	Disperse	Focus	Open	Restore	Travel
Act	Conclude	Disseminate	Forecast	Participate	Reverse	Undertake
Activate	Confine	Distinguish	Form	Penetrate	Revitalize	Utilize
Affect	Confirm	Divert	Group	Perform	Sample	Validate
Amplify	Conserve	Earn	Instigate	Plan	Save	Verify
Anticipate	Consolidate	Eliminate	Insure	Preserve	Secure	
Assume	Contain	Enact	Judge	Prospect	Sell	
Attain	Decrease	Endure	Master	Protect	Serve	
Attract	Define	Enlarge	Match	Receive	Setgoals	
Balance	Demonstrate	Enter	Meet	Rectify	Set up	
Bargain	Determine	Exceed	Monitor	Reduce	Simplify	
Chose	Develop	Experience	Negate	Reject	Solidify	
Close	Differentiate	Extract	Obtain	Render	Strengthen	