

## FIU Career Development Office

### Resume Action Words

General Usage			Information Skills	Problem Solving Skills
Add	Expand	Repeat	Catalogue	Analyze
Advance	Extrapolate	Reproduce	Clarify	Apply
Alter	Find	Restate	Classify	Calculate
Analyze	Form	Reveal	Compile	Compile
Annotate	Generate	Revise	Compose	Consult
Apply	Give	Section	Convey	Correct
Appraise	Hold	Select	Copy	Create
Arrange	Identify	Separate	Correct	Critique
Assign	Illustrate	Show	Define	Design
Assay	Include	Sift	Document	Develop
Asses	Integrate	Sketch	Gather	Diagnose
Calculate	Interpolate	Solve	Inform	Discover
Canvas	Interpret	Sort	Kept Records	Dissect
Change	Justify	Speak	Memorize	Examine
Check	Judge	Specify	Proofread	Explore
Choose	Justify	Spell	Question	Problem Solve
Classify	Label	State	Review	Propose
Collect	List	Strike	Specify	Research
Combine	Locate	Subtract	Study	Resolve
Compare	Make	Summarize	Survey	
Compose	Manipulate	Support		
Contrast	Match	Synthesize		
Convert	Modify	Teach		
Create	Multiply	Tell		
Criticize	Name	Test		
Deduce	Negotiate	Touch		
Define	Offer	Transfer		
Demonstrate	Omit	Transform		
Derive	Operate	Translate		
Design	Pick	Use		
Determine	Plan	Weigh		
Differentiate	Paint	Write		
Discriminate	Predict			
Dissect	Produce			
Distinguish	Project			
Divide	Propose			
Draw	Quality			
Earn	Quantity			
Employ	Quote			
Estimate	Rate			
Evaluate	Read			
Exercise	Recite			
Exert	Referee			



**FIU Career Development Office**  
**Resume Action Words Continued**

Management Skills	Communication Skills	Technical Skills	Training Skills	Helping Skills
Administer	Address	Adapt	Adapt	Assist
Analyze	Advertise	Assemble	Advise	Assess
Appoint	Arbitrate	Built	Clarify	Clarify
Approve	Arrange	Calculate	Coach	Coach
Assign	Author	Design	Communicate	Counsel
Attain	Correspond	Devise	Coordinate	Demonstrate
Authorize	Collaborate	Ensure	Develop	Diagnose
Chair	Communicate	Engineer	Enable	Educate
Consolidate	Compose	Fabricate	Encourage	Expedite
Contract	Develop	Facilitate	Evaluate	Facilitate
Control	Direct	Install	Explain	Familiarize
Coordinate	Draft	Maintain	Facilitate	Guide
Delegate	Edit	Operate	Guide	Refer
Develop	Enlist	Overhaul	Inform	Rehabilitate
Direct	Formulate	Program	Initiate	Represent
Evaluate	Influence	Repair	Instruct	Service
Enforce	Interpret	Restore	Persuade	Support
Enhance	Interview	Remodel	Set Goals	Tend
Establish	Lecture	Solve	Stimulate	Tutor
Execute	Market	Specialized		
Generate	Meditate	Utilize		
Hired	Moderate	Tabulate		
Host	Motivate	Train		
Improve	Negotiate	Upgrade		
Increase	Persuade			
Initiate	Promote			
Lead	Present			
Manage	Publicize			
Organize	Recruit			
Oversee	Report			
Plan	Resolve			
Produce	Spoke			
Recommend	Translate			
Review	Wrote			
Strengthen				
Supervise				
Terminate				



**FIU Career Development Office**  
**Resume Action Words Continued**

<b>Financial Analysis</b>	<b>Creative Skills</b>	<b>Administrative Skills</b>	<b>Leadership Skills</b>	<b>Research Skills</b>
Administer	Act	Approve	Appoint	Clarify
Allocate	Conceptualize	Arrange	Approve	Collect
Analyze	Create	Catalogue	Arrange	Critique
Appraise	Design	Classify	Assess	Diagnose
Audit	Develop	Collect	Assign	Evaluate
Balance	Direct	Compile	Authorize	Examine
Budget	Establish	Dispatch	Carry out	Extract
Calculate	Fashion	Execute	Chair	Identify
Compute	Found	Generate	Coach	Inspect
Develop	Illustrate	Implement	Complete	Interpret
Forecast	Institute	Inspect	Consult	Interview
Manage	Integrate	Monitor	Delegate	Investigate
Market	Introduce	Operate	Demonstrate	Organize
Plan	Invent	Organize	Determine	Review
Project	Originate	Prepare	Devise	Summarize
Research	Perform	Process	Direct	Survey
	Plan	Purchase	Enlist	Systematic
	Publish	Record	Facilitate	
	Revitalize	Retrieve	Head	
	Shape	Screen	Initiate	
		Specify	Launch	