Verbs to Use in Resumes

The words below are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, co-ops, and while involved in co-curricular activities.

Accounting

- Record
- Assess
- Audit
- Prepare
- Maintain
- Forecast
- Calculate
- Estimate
- Figure
- Appraise
- Examine
- Measure

Administration

- Monitor
- Track
- Assess
- Coordinate
- Organize
- Requisition
- Access
- Receive
- Process
- Serve
- Furnish
- Implement

Consulting

- Troubleshoot
- Problem solve
- Assess
- Assist
- Arrange
- Guide
- Counsel
- Survey
- Serve
- Contribute
- Motivate
- Train

Finance

- Analyze
- Invest
- Budget
- Inventory
- Evaluate
- Appraise
- Construct
- Develop
- Acquire
- Deploy
- Manage
- Project

Leadership

- Guide
- Facilitate
- Collaborate
- Encourage
- Strategize
- Represent
- Direct
- Advise
- Influence
- Challenge
- Impact
- Expand

Management/ Supervision

- Coordinate
- Facilitate
- Plan
- Schedule
- Delegate
- Mediate
- Evaluate
- Listen
- Consult
- Monitor
- Manage

Marketing

- Review
- Assess
- Survey
- Analyze
- Quantify
- Identify
- Announce
- Promote
- Advertise
- Advance
- Boost
- Improve

Public Relations

- Assess
- Prepare
- Coordinate
- Present
- Negotiate
- Publicize
- Strengthen
- Promote
- Handle
- Participate
- Facilitate
- Troubleshoot

Selling

- Inform
- Educate
- Persuade
- Provide
- Assist
- Serve
- Trade
- Vend
- Handle
- Present
- Sell
- Convince

Learn more here →