



## RESUME WRITING VERBS

**Brought to you by Wendy Enelow & Louise Kursmark**

Long gone are the days when you'd write a resume, cover letter, LinkedIn profile, or any other job search document that was filled with phrases such as "Responsible for" or "Duties included"—terms that mean nothing.

Today's modern job search documents should be filled with verbs that quickly communicate a message of power and ownership of all that you've done and accomplished.

Use this list of 429 verbs to write with verve and make your career communications come alive!

Accelerate	Arrange	Catapult	Conceive
Accentuate	Articulate	Centralize	Conceptualize
Accommodate	Ascertain	Champion	Conclude
Accomplish	Assemble	Change	Conduct
Achieve	Assess	Chart	Configure
Acquire	Assist	Clarify	Conserve
Adapt	Attain	Classify	Consolidate
Address	Augment	Close	Construct
Adjudicate	Authenticate	Coach	Consult
Administer	Author	Cobble	Contemporize
Advance	Authorize	Collaborate	Continue
Advise	Balance	Collect	Contract
Advocate	Believe	Command	Control
Align	Bestow	Commercialize	Convert
Alter	Brainstorm	Commoditize	Convey
Analyze	Brief	Communicate	Coordinate
Anchor	Budget	Compare	Correct
Apply	Build	Compel	Corroborate
Appoint	Calculate	Compile	Counsel
Appreciate	Capitalize	Complete	Craft
Arbitrate	Capture	Comply	Create
Architect	Catalog	Compute	Critique

Crystallize	Encourage	Freshen	Lecture
Curtail	Endeavor	Fulfill	Leverage
Cut	Endorse	Gain	Liaise
Decipher	Endure	Garner	License
Decrease	Energize	Generate	Listen
Define	Enforce	Govern	Locate
Delegate	Engineer	Graduate	Lower
Deliver	Enhance	Guide	Maintain
Demonstrate	Enlist	Halt	Manage
Deploy	Enliven	Handle	Manipulate
Derive	Ensure	Head	Manufacture
Design	Entrench	Helmed	Map
Detail	Equalize	Hire	Market
Detect	Eradicate	Honor	Marshall
Determine	Espouse	Hypothesize	Master
Develop	Establish	Identify	Mastermind
Devise	Estimate	Illustrate	Maximize
Differentiate	Evaluate	Imagine	Measure
Diminish	Examine	Implement	Mediate
Direct	Exceed	Import	Mentor
Discard	Excel	Improve	Merge
Discern	Execute	Improvise	Minimize
Discover	Exhibit	Increase	Model
Dispense	Exhort	Influence	Moderate
Display	Expand	Inform	Modify
Distinguish	Expedite	Initiate	Monetize
Distribute	Experiment	Innovate	Monitor
Diversify	Explode	Inspect	Motivate
Divert	Exploit	Inspire	Navigate
Document	Explore	Install	Negotiate
Dominate	Export	Institute	Network
Double	Extract	Instruct	Nominate
Draft	Extricate	Integrate	Normalize
Drive	Facilitate	Intensify	Obfuscate
Earn	Finalize	Interpret	Obliterate
Edit	Finance	Interview	Observe
Educate	Focus	Introduce	Obtain
Effect	Follow up	Invent	Offer
Effectuate	Forecast	Inventory	Officiate
Elect	Forge	Investigate	Operate
Elevate	Form	Judge	Optimize
Eliminate	Formalize	Justify	Orchestrate
Emphasize	Formulate	Land	Order
Empower	Foster	Launch	Organize
Enact	Found	Lead	Orient

Originate	Qualify	Restore	Summarize
Outpace	Quantify	Restructure	Supervise
Outperform	Query	Retain	Supplement
Outsource	Question	Retrieve	Supply
Overcome	Raise	Reuse	Support
Overhaul	Rate	Review	Surpass
Oversee	Ratify	Revise	Synergize
Participate	Realign	Revitalize	Synthesize
Partner	Rebuild	Salvage	Systematize
Perceive	Recapture	Sanctify	Tabulate
Perfect	Receive	Satisfy	Tailor
Perform	Recognize	Save	Target
Persuade	Recommend	Schedule	Teach
Pilot	Reconcile	Secure	Terminate
Pinpoint	Record	Select	Test
Pioneer	Recruit	Separate	Thwart
Plan	Rectify	Serve	Train
Position	Recycle	Service	Transcribe
Predict	Redefine	Set up	Transfer
Prepare	Redesign	Shepherd	Transform
Prescribe	Reduce	Simplify	Transition
Present	Reengineer	Slash	Translate
Preside	Regain	Sold	Trim
Prevent	Regulate	Solidify	Troubleshoot
Process	Rehabilitate	Solve	Uncover
Procure	Reimagine	Spark	Unify
Produce	Reinforce	Speak	Unite
Program	Rejuvenate	Spearhead	Update
Progress	Relate	Specialize	Upgrade
Project	Remedy	Specify	Use
Project manage	Render	Standardize	Utilize
Proliferate	Renegotiate	Steer	Validate
Promote	Renew	Stimulate	Verbalize
Propel	Renovate	Strategize	Verify
Propose	Reorganize	Streamline	Win
Prospect	Report	Strengthen	Work
Prove	Reposition	Structure	Write
Provide	Represent	Study	Zero in
Publicize	Research	Substantiate	
Purchase	Resolve	Succeed	
Purify	Respond	Suggest	



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