

BULLET POINT ACTION VERBS

webster.edu/career-services/

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

Address
Amplify
Arrange
Catalogue
Chair
Compile

Sort
Specify

Ci
D
D
D
Etl
Ep
Flu
la

HELPING

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	

Administer	Consolidate	Diversify
Analyze	Contract	Employ
Apply	Control	Enforce
Arbitrate	Coordinate	Enlist
Assert	Critique	Establish
Assign	Decide	Evaluate
Attain	Delegate	Expand
Chair	Develop	Govern
Coach	Direct	
Conduct	Dispatch	
Confront	Display	

Assemble
Automate
Build
Calculate
Calibrate
Compute
Construct