

ACTION VERBS FOR ORGANIZATIONAL LEADERSHIP MAJORS
used on Resumes

Make sure proper verb tense is used in your descriptions, i.e. present and past tense.

achieve	counsel	implement	process
adapt	create	improve	produce
address	customize	incorporate	promote
administer	delegate	increase	program
advance	deliver	inform	project
advise	demonstrate	initiate	provide
allocate	design	innovate	publicize
analyze	develop	inspect	publish
answer	direct	instruct	purchase
apply	dispense	integrate	recommend
approve	document	interpret	reconcile
arrange	drive	interview	record
assemble	edit	introduce	recruit
assess	educate	inventory	redirect
assign	enable	investigate	reduce
assist	encourage	launch	refer
assure	ensure	lead	represent
attend	enter	maintain	retrieve
balance	establish	make	request
budgeted	evaluate	manage	research
calculate	examine	market	resolve
care	exceed	maximize	restore
check	execute	measure	review
clarify	expand	mediate	schedule
classify	expedite	monitor	secure
collaborate	explain	motivate	serve/service
collect	facilitate	negotiate	set (goals, etc.)
communicate	familiarize	organize	solve
compare	feed back	originate	specify
compensate	fill	operate	strengthen
compile	find	order	supervise
complete	focus	organize	support
compound	follow	participate	survey
computed	forecast	partner	tabulate
conduct	formulate	perform	train
confirm	generate	persuade	transact
conform	grow	place	translate
consult	guide	plan	understand
contact	handle	possess	use/utilize
convey	hone	prepare	validate
coordinate	identify	present	work
correspond	impact	prioritize	wrote

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