

## **ACTION VERBS FOR PHARMACISTS** **used on Resumes and CVs**

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

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