

# OPENCLASSROOMS

## Action Verbs for a Resume

Achieve - Accomplish, attain, or reach specific goals, targets, milestones, or outcomes.	Collaborate - Work jointly with colleagues, teams, departments, or external partners to achieve objectives.
Adapt - Adjust or modify behaviors, strategies, processes, or approaches to fit new circumstances or requirements.	Communicate - Convey information, ideas, or instructions clearly and effectively.
Advise - Offer suggestions, guidance, or recommendations based on expertise or knowledge.	Complete - Finish or accomplish tasks, projects, assignments, or goals.
Analyze - Examine in detail, break down, and interpret information or data to draw conclusions.	Construct - Build or assemble something, such as buildings, bridges, or infrastructure.
Assemble - Put together or fit parts or components to create a whole product or structure.	Consult - Seek advice, opinions, or expertise from someone before making decisions or taking action.
Assist - Help or support someone in making decisions, solving problems, or taking actions.	Continue - Persist or endure without interruption; to remain ongoing.
Attend - Be present at an event, meeting, class, or gathering.	Contribute - Provide input, ideas, effort, or resources towards achieving a goal or outcome.
Attend Meetings - Participate in discussions, presentations, or decision-making processes during scheduled meetings.	Convert - Change something into a different form, function, or purpose.
Build - Construct or assemble something by putting parts or materials together.	Coordinate - Align efforts, resources, or schedules among team members or departments to achieve common objectives.
Build Relationships - Establish, strengthen, or nurture connections, trust, or rapport with others.	Counsel - Provide advice, support, or guidance, especially in a professional or therapeutic context.
Coach - Provide guidance, support, and feedback to help someone improve skills, performance, or outcomes.	Craft - Make or create something skillfully using manual or artistic techniques.

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Create - Invent, design, or produce something new or original using creative or technical skills.	Embrace - Accept, welcome, or enthusiastically adopt new ideas, changes, challenges, or opportunities.
Cultivate - Foster, nurture, or develop something, such as skills, relationships, or ideas.	Empower - Enable, encourage, or support someone to take control or responsibility for their actions or decisions.
Delegate - Assign or entrust tasks, responsibilities, or authority to others while providing guidance or oversight.	Encourage - Inspire, motivate, or support someone to take positive or desired actions or decisions.
Demolish - Tear down, destroy, or dismantle structures or buildings.	Enlarge - Make something bigger or expand its dimensions, scale, or capacity.
Design - Plan, create, or conceive the structure, layout, or appearance of something.	Erect - Set up or raise a structure, monument, or object vertically.
Develop - Create or improve something through a process of growth or evolution.	Evaluate - Assess, analyze, review, or measure performance, progress, results, or outcomes.
Direct - Provide specific instructions, guidance, or commands to steer someone toward a particular course of action.	Evolve - Develop gradually over time; undergo continuous change or improvement.
Discuss - Talk about a topic, issue, or idea with others.	Execute - Implement plans, strategies, decisions, or actions in a precise and effective manner.
Diversify - Expand or vary the range or types of products, services, or activities offered or undertaken.	Expand - Increase in size, scope, or extent; to grow or extend outward.
Educate - Provide information, knowledge, or training to help someone learn or understand a subject or topic.	Extract - Obtain or remove something, such as materials or resources, from a source.
Elevate - Raise to a higher level of quality, status, or importance; to enhance or uplift.	Fabricate - Construct or manufacture something, especially from raw materials or components.

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Facilitate - Make a process or task easier or smoother by providing guidance, resources, or support.	Innovate - Introduce new ideas, methods, processes, or technologies that bring about significant change or improvement.
Follow Up - Monitor progress, updates, or outcomes of delegated tasks or projects and provide necessary support or feedback.	Install - Put in place equipment, fixtures, systems, or components in a building or space.
Forge - Create or develop something strong, enduring, or significant, such as partnerships or bonds.	Instruct - Give directions, explanations, or information on how to do something.
Formulate - Develop or create a plan, strategy, or product by careful thought and design.	Interact - Communicate or engage with others in a reciprocal manner.
Generate - Create, produce, or bring about something, such as ideas, reports, or results.	Lead - Take the initiative to guide, influence, or direct others toward achieving goals or making decisions.
Grow - Develop or increase gradually in size, intensity, importance, or complexity.	Learn - Acquire knowledge, skills, or information through study or experience.
Guide - Lead or direct someone by offering advice, information, or instructions.	Listen - Pay attention to sounds, conversations, or information.
Harvest - Gather or collect crops, resources, or materials for use or sale.	Manage - Organize, oversee, or be in charge of tasks, projects, resources, or teams.
Implement - Put into action or effect a plan, idea, or strategy.	Manufacture - Make or produce goods, typically on a large scale using machinery or processes.
Influence - Affect, persuade, or inspire others to take specific actions or adopt certain attitudes or beliefs.	Meet - Come into contact or be in the company of someone.
Inform - Provide knowledge, facts, or details to help someone understand a situation or make decisions.	Meet - Fulfill requirements, expectations, standards, or deadlines.

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Mentor - Offer advice, wisdom, and support based on experience to help someone develop personally or professionally.	Persuade - Influence or convince someone to adopt a particular belief, opinion, or course of action.
Metamorphose - Undergo a complete transformation in form, structure, or character.	Plan - Develop, create, or outline strategies, goals, projects, budgets, or timelines.
Modify - Make partial changes or adjustments to something to improve or adapt it to new conditions.	Prioritize - Determine the order or importance of tasks, goals, or actions based on their significance or urgency.
Navigate - Guide or help someone through a complex situation, process, or decision-making process.	Problem-solve - Identify, analyze, and resolve issues, challenges, or obstacles effectively.
Negotiate - Engage in discussions or dialogue to reach agreements, settlements, or compromises.	Process - Carry out a series of actions or steps to produce, prepare, or transform something.
Optimize - Improve, enhance, or maximize efficiency, productivity, performance, or outcomes.	Produce - Create or manufacture goods, products, or materials for sale or use.
Organize - Arrange, categorize, or manage tasks, files, resources, or schedules for efficiency and effectiveness.	Progress - Move forward or advance in a positive direction, making continuous improvements or changes along the way.
Output - Produce or deliver a specific quantity or volume of goods, services, or information.	Prototype - Create a preliminary model or version of a product, system, or concept for testing or development.
Package - Wrap, enclose, or prepare goods or products for distribution, sale, or storage.	Recommend - Suggest or propose a course of action, choice, or solution as beneficial or suitable.
Participate - Take part or be involved in an activity, event, or process.	Reengineer - Redesign or reconstruct processes, workflows, or systems to achieve greater efficiency, productivity, or quality.
Perform - Carry out or execute tasks, duties, responsibilities, or roles effectively.	Refine - Improve or perfect a product, process, or method through careful editing or adjustments.

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Reform - Make significant changes or improvements in structures, systems, processes, or behaviors to achieve better results.	Steer - Guide or direct someone toward a particular direction, decision, or course of action.
Renovate - Restore, refurbish, or improve the condition of a building or space.	Strengthen - Make something stronger, more resilient, or more effective.
Reorganize - Restructure or rearrange elements, departments, teams, or workflows to improve effectiveness or achieve new objectives.	Study - Engage in learning activities, research, or examination.
Reorient - Adjust or change the focus, direction, goals, or priorities of individuals, teams, or organizations.	Suggest - Propose ideas, options, or alternatives for consideration or action.
Resolve - Address, solve, or manage conflicts, issues, or customer concerns.	Support - Assist, help, or back up someone or something.
Revamp - Completely redesign, reorganize, or overhaul something to improve its efficiency, effectiveness, or relevance.	Train - Educate, instruct, mentor, or coach employees, teams, or colleagues in specific skills or knowledge.
Review - Examine, assess, or evaluate work outputs, performance, or progress for quality or improvement.	Transform - Make a thorough or dramatic change in form, appearance, nature, or character.
Revise - Make amendments, alterations, or updates to existing plans, policies, documents, or strategies.	Transition - Move or change from one state, condition, or phase to another, often involving adjustments or adaptations.
Scale Up - Increase in size, production capacity, or operational level, especially in business or manufacturing contexts.	Upgrade - Improve or enhance the quality, features, capabilities, or performance of something.
Share - Give a portion of something to others; to exchange or communicate.	Work - Perform tasks or activities to achieve a purpose or goal.
Shift - Move or change direction, focus, priorities	