Writing for Digital Media

Job Description Verbs

Refer to this list of verbs while writing your résumé:

Adjust	resolve, settle, adapt, regulate
Advise	counsel, recommend, inform, consult
Analyze	study, determine, resolve
Answer	respond, reply, retort, satisfy
Appear	show, evident, manifest, seem
Apply	to put to use, parallel, suitable, fit, qualify, correlate
Approve	endorse, sanction, attest, certify, accredit
Assist	support, aid, corroborate, maintain, uphold
Assign	prescribe, specify, allot, ascribe
Assure	ensure, reassure, convince, guarantee
Authorize	sanction, justify, warrant
Collaborate	work jointly, cooperate, assist
Collect	gather, bring together, extract from, gain, claim, accumulate
Communicate	impart, convey, exchange, transmit, express
Conduct	guide, control, direct, transmit
Confer	bestow, trust, consult, bring together
Consult	consider, ask of, refer to, advise, deliberate, counsel, confer
Control	regulate, rule, conduct, direct, restrain, reserve, guide, manage
Coordinate	harmonize, combine, act together, to bring about
Correct	amend, rectify, alter, adjust, point out
Counsel	consult, deliberate, advise, propose
Develop	set forth, evolve, expound, unfold, grow, promote, process
Delegate	entrust, appoint, assign, prescribe, allot
Determine	decide, resolve, discover, settle, regulate, to bring about or come to
Diagnose	recognize, identify, analyze, conclude
Direct	impart, adapt, move, point, extend, lead, show, prescribe, determine
Discuss	reason, examine, declare, consider
Encourage	foster, stimulate, inspire, spur on
Enforce	strengthen, constrain, compel, urge, carry out effectuate
Ensure	make sure, certain, safe, guarantee, insure assure, secure
Establish	effect, make firm, recognize
Estimate	appraise, judge, determine, evaluate, value, rate, assess, calculate
Evaluate	determine, appraise, estimate
Forecast	calculate, predict, foretell
Implement	accomplish, carry out, provide
Initiate	cause, introduce, begin, instruct
Influence	force, direct, sway, affect, alter, modify
Inspect	look over, view closely, examine
Instruct	impart, give knowledge or information, direct, teach
Interpret	explain, construe, conceive, represent, bring to realization
Investigate	inquire, observe or study, examine
Manage	conduct, direct, handle, supervise
Maintain	keep, sustain, support, provide, uphold
Monitor	check, test, watch, observe, regulate, control, keep track of
Organize	arrange, form, set up, cause, develop, integrate
Originate	initiate, begin, inception, create, construct
Participate	involve in, take part, share, partake
Plan	design, plot, scheme, project, arrange, devise, have in mind
Prepare	make ready, work out details, put together, qualify
Provide	supply, procure, prepare, fit out
Receive	acquire, admit, accept, permit, bear
Recommend	entrust, commit, advise, endorse, make acceptable
Report	relate, cover, present, announce, make known, account
Represent	present, depict, typify, advocate, portray, constitute
Review	examine, study, evaluate
Schedule	appoint, assign, designate
Study	examine, review, evaluate, consider, plan, reflect
Supervise	oversee, superintend, watch, direct, govern
Train	direct, information by instruction, teach, prepare, instruct, discipline, drill

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