**Action Verbs**

In order to demonstrate your skills and competence, you can select suitable action verbs from the following table to describe the job you have performed to tell your experience. You can search for more on the Internet.

|  |  |  |  |
| --- | --- | --- | --- |
| accomplish | 達成 | account for | 負責 |
| achieve | 達到 | administer | 管理 |
| analyse | 分析 | approach | 與…聯繫 |
| arrange | 安排 | assess | 評估 |
| assist | 協助 | audit | 稽核 |
| boost | 提高 | carry out | 實行 |
| collaborate | 協同 | compile | 編纂 |
| complete | 完成 | compute | 運算 |
| conduct | 進行、實施 | consolidate | 統一、合併 |
| control | 控制 | convince | 說服 |
| coordinate | 協調 | cultivate | 培養 |
| deal with | 處理 | demonstrate | 展示 |
| design | 設計 | develop | 開發 |
| devise | 策劃、打造 | draft | 草擬 |
| edit | 編輯 | educate | 教導 |
| enhance | 提高 | ensure | 確保 |
| establish | 設立 | evaluate | 評估 |
| examine | 檢視 | expedite | 促進、加快（進程） |
| facilitate | 促進 | form | 組成 |
| formulate | 規劃、想出、配置 | generate | 產生 |
| guide | 引導 | handle | 處理 |
| help | 幫忙 | host | 招待、主持 |
| implement | 實施 | improve | 改善 |
| increase | 增加 | integrate | 整合 |
| issue | 發行 | launch | 推出 |
| leverage | 發揮（影響力等） | liaise | 取得聯絡 |
| manage | 管理 | maximise | 最大化 |
| minimise | 最小化 | monitor | 監控 |
| operate | 營運、操作 | optimise | 最佳化 |
| pioneer | 率先 | prepare | 準備 |
| process | 處理 | promote | 宣傳、促銷 |
| provide | 提供 | publicise | 宣傳、公布 |
| publish | 發表 | reinforce | 強化 |
| research | 調查、 探究 | resolve | 解決 |
| revise | 修訂 | track | 追蹤 |
| train | 培訓 | translate | 翻譯 |

(Extracted from *The Beta English Resume Bible*, Beta Multimedia Publishing)