

## Synonyms for Words Commonly used in Resumes

### **ability**

aptitude  
capability

### **adopt**

use  
utilize  
employ  
apply  
mobilize  
exert  
restore  
revive  
specialize in

### **assist**

dispatch  
expedite  
cooperate  
maintain  
promote

### **authority**

command  
charter  
domain  
scope  
field  
control  
jurisdiction  
commission  
province  
circle  
in charge of

### **authorize**

entitle  
delegate  
empower  
qualify  
invest  
endow

### **business**

undertaking  
pursuit  
venture  
affair  
pursuit  
venture  
affair  
concern  
interest  
matter  
negotiations  
transactions

### **carry out**

discharge  
execute  
pursue  
fulfill  
perform  
practice  
exercise  
undertake  
transact  
assume  
accomplish  
achieve  
attain

### **company**

concern  
enterprise  
establishment  
institution  
corporation  
firm  
organization

### **continue**

keep up  
remain  
resume  
persevere  
persist  
adhere to

### **cooperate**

collaborate  
contribute to  
support

### **develop**

originate  
create  
derive  
cause  
effect  
generate  
bring about  
result in  
give rise to  
design  
devise  
make  
build  
construct  
synthesize  
form  
prepare  
organize  
sponsor  
prompt

### **earn**

merit  
exceed  
excel  
surpass  
better  
top  
progress  
advance

### **effective**

forceful  
potent  
valid  
strong  
vigorous  
productive  
influential  
dynamic

### **emphasis**

stress  
accentuate  
feature

### **implement**

execute  
enforce

### **job**

situation  
position  
post  
status  
footing  
appointment  
capacity  
occupation  
calling  
profession  
career

### **manage**

handle  
deal with  
represent  
operate  
oversee  
designate  
engineer  
execute  
supervise  
conduct  
engage in  
regulate  
check  
direct  
administer  
take charge

### **participate**

share  
collaborate  
coordinate  
synchronize  
combine  
pool  
take part in  
contribute

### **point out**

indicate  
exhibit  
display  
reveal  
demonstrate  
show  
credit with  
assign to

### **promote**

evaluate  
raise

### **responsible**

liable  
accountable  
answerable  
account for  
plan  
design  
project  
proposal  
scheme  
outline  
map  
model  
program

### **result**

obtain  
secure

### **way**

method  
means  
system  
policy  
procedure