

ACTION VERB LIST

accelerate	clarify	edit	increase	perform	revamp
accomplish	close	effect	incur	pinpoint	review
achieve	co-author	elect	inform	pioneer	revise
acquire	collaborate	eliminate	initiate	plan	revitalize
activate	collect	employ	innovate	prepare	salvage
actuate	combine	encourage	inspect	present	save
adapt	communicate	enforce	inspire	preserve	schedule
address	compile	engineer	instigate	preside	segment
administer	compose	enhance	instruct	prevent	select
advise	compute	enlarge	insure	process	sell
affect	conceive	enrich	install	procure	serve
allocate	conceptualize	establish	instill	produce	service
amend	conclude	estimate	institute	program	settle
amplify	condense	evaluate	interface	promote	shape
analyze	conduct	examine	interpret	prompt	simplify
anticipate	consolidate	exceed	interview	propose	solve
appoint	construct	execute	introduce	prove	specify
appraise	contact	expand	invent	provide	stage
approve	contribute	expedite	investigate	publicize	standardize
arbitrate	contrive	explain	isolate	publish	stimulate
arrange	control	expose	issue	purchase	streamline
assemble	convert	extend	launch	react	strengthen
assess	coordinate	extract	lead	recommend	structure
assist	correct	facilitate	lighten	reconcile	study
assume	counsel	forecast	liquidate	record	suggest
attain	create	form	localize	recruit	summarize
attract	cultivate	formalize	locate	rectify	supersede
audit	decentralize	formulate	maintain	redesign	supervise
augment	decrease	fortify	manage	reduce	supply
author	define	find	market	refine	support
authorize	delegate	frame	minimize	regain	surpass
automate	demonstrate	fulfill	moderate	regulate	survey
avail	design	gain	modernize	reinforce	systematize
award	determine	gather	modify	reject	teach
balance	develop	generate	motivate	relate	terminate
broaden	devise	govern	negotiate	re-negotiate	test
budget	devote	guide	nurture	reorganize	tighten
build	'diagram	handle	obtain	replace	trace
buy	direct	hire	offer	report	trade
calculate	discover	identify	operate	represent	train
capture	distribute	illuminate	organize	research	translate
centralize	document	implement	orient	resolve	utilize
challenge	double	improve	originate	restore	write

ACTION VERBS FOR USE IN YOUR RESUME

Abstracted	Defined	Instructed	Recommended
Accomplished	Delegated	Integrated	Recorded
Achieved	Designated	Interpreted	Redesigned
Acquired	Designed	Interviewed	Researched
Acted	Detailed	Introduced	Reviewed
Advised	Determined	Investigated	Supervised
Analyzed	Drafted	Joined	Taught
Argued	Evaluated	Judged	Trained
Communicated	Facilitated	Managed	Translated
Conceptualized	Illustrated	Organized	Tutored
Conducted	Implemented	Oversee	Undertook
Consolidated	Improved	Presented	Used
Controlled	Increased	Produced	Utilized
Coordinated	Indexed	Promoted	Validated
Counseled	Influenced	Proof-read	Valuated
Created	Informed	Proposed	Verified
Critiqued	Initiated	Provided	Worked
Decided	Innovated	Published	Wrote
Defended	Instituted	Reconciled	

Suggestions/ideas about what to say regarding WHY THEM:

As a student with a strong international perspective, I would appreciate very much being considered for an unpaid internship with your firm.

My interest in your firm is based on the substantial correlation between your practice and my professional goals. (Here you should include any relevant legal organizations/extracurricular activities which have to do with your professional goals/interests.)

Suggestions/ideas about what to say regarding WHY YOU are qualified (why should they accept you):

The academic ability and organizational skills necessary to produce quality work within tight time limits.

As a student, I combine full-time study, part-time work and a variety of extracurricular activities while still achieving outstanding (very good) academic results.

I am a very motivated, hard-working student. I could assist you with legal research and writing and general office work.

I have a sound knowledge of the fundamental principles of both civil and common law, and excellent (very good) interpersonal skills. I can work well independently as well as with others.