

# ACTION VERBS FOR YOUR RESUME

Beginning each bulleted accomplishment statement with a strong action verb helps to highlight your successes and allows a reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to use the strongest most accurate verbs to describe your accomplishments and to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to help get you started.



## Clerical or Detailed Skills

Approved	Collaborated	Expedited	Integrated	Organized	Revamped	Specified	Tabulated
Arranged	Compiled	Generated	Maintained	Prepared	Reviewed	Standardized	Typed
Attended	Consolidated	Identified	Mapped Out	Processed	Revised	Streamlined	Updated
Catalogued	Distributed	Implemented	Monitored	Proofed	Scheduled	Submitted	Verified

## Communication Skills

Addressed	Composed	Debated	Drafted	Influenced	Moderated	Publicized	Resolved
Authored	Contacted	Delivered	Edited	Interpreted	Negotiated	Reconciled	Spoke
Briefed	Convinced	Described	Explained	Lectured	Persuaded	Recorded	Translated
Communicated	Corresponded	Directed	Expressed	Mediated	Promoted	Reported	Wrote

## Creative Skills

Acted	Constructed	Designed	Established	Illustrated	Initiated	Invented	Piloted
Composed	Crafted	Developed	Explored	Implemented	Innovated	Modified	Planned
Conceived	Created	Discovered	Fashioned	Improvised	Integrated	Originated	Revised
Conceptualized	Customized	Dramatized	Founded	Incorporated	Introduced	Performed	Shaped

## Financial Skills

Accounted for	Analyzed	Budgeted	Earned	Forecasted	Monitored	Projected	Researched
Adjusted	Appraised	Calculated	Estimated	Handled	Netted	Purchased	Targeted
Administered	Audited	Computed	Expanded	Managed	Planned	Reconciled	Tallied
Allocated	Balanced	Controlled	Financed	Marketed	Procured	Reduced	Transferred

## Helping Skills

Advised	Assessed	Coached	Encouraged	Facilitated	Intervened	Provided	Resolved
Advocated	Assisted	Counseled	Ensured	Familiarized	Motivated	Referred	Served
Aided	Assured	Demonstrated	Evaluated	Fostered	Observed	Rehabilitated	Supported
Arbitrated	Cared for	Educated	Expedited	Guided	Protected	Represented	Volunteered

## Management Skills

Accomplished	Authorized	Determined	Excelled	Initiated	Motivated	Prioritized	Revitalized
Acquired	Chaired	Developed	Executed	Led	Orchestrated	Produced	Scheduled
Administered	Contracted	Directed	Evaluated	Launched	Organized	Proposed	Spearheaded
Appointed	Coordinated	Enhanced	Increased	Managed	Oversaw	Recommended	Strengthened

## Research Skills

Analyzed	Collected	Critiqued	Extracted	Inspected	Located	Reviewed	Supervised
Calculated	Compared	Diagnosed	Formulated	Interpreted	Organized	Solved	Surveyed
Charted	Concluded	Evaluated	Gathered	Interviewed	Reported	Studied	Tested
Clarified	Conducted	Examined	Identified	Investigated	Researched	Summarized	Trouble-shot

## Teaching Skills

Adapted	Communicated	Disciplined	Encouraged	Focused	Informed	Persuaded	Stimulated
Advised	Cooperated	Educated	Evaluated	Guided	Inquired	Presented	Taught
Challenged	Demonstrated	Elaborated	Explained	Incorporated	Instructed	Rated	Trained
Coached	Developed	Emphasized	Facilitated	Individualized	Interacted	Reinforced	Tutored

## Technical Skills

Activated	Built	Designed	Engineered	Operated	Remodeled	Retrieved	Standardized
Applied	Computed	Detected	Installed	Overhauled	Repaired	Serviced	Upgrade
Assembled	Contrived	Devised	Navigated	Programmed	Replaced	Solved	Utilized