

Action Verbs for Resumes

On your resume, it's helpful to describe your experiences as *actions*. This will make your resume more impactful. On both sides of this handout are verbs that will help you do that. Check off any words that might describe the experiences or activities you did in a job, internship, or volunteer position. The underlined words are especially good for pointing out accomplishments.

Management/ Leadership Skills

achieved
administered
analyzed
appointed
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
evaluated
executed
expanded
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw

pioneered
planned
presided
prioritized
produced
recommended
reduced (losses)
reorganized
replaced
restored
scheduled
secured
selected
streamlined
strengthened
supervised
surpassed
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted

explained
expressed
formulated
furnished
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Problem-Solving Skills

analyzed
clarified
collected
compared

conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
interpreted
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
tested

Technical Skills

adapted
applied
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fortified
installed
maintained
operated
overhauled

printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
spearheaded
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
prepared
programmed
projected
reconciled
reduced
researched
retrieved
saved

Creative Skills

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed



Action Verbs for Resumes cont.

Creative Skills cont....

displayed
drew
edited
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved
wrote

Counseling Skills

adapted
advocated

assessed
assisted
cared for
clarified
coached
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
intervened
mediated
mentored
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supported

Organization/ Detail Skills

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
corresponded
distributed
executed
filed
generated
implemented
incorporated
indexed
inspected
inventoried
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased

recorded
registered
reserved
responded
retrieved
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

Development Skills

analyzed
applied
catalogued
compiled
conceived
created
designed
developed
established
formulated
founded

influenced
implemented
initiated
instituted
supported
surveyed
tabulated
updated

Time- Management Skills

administered
developed
directed
generated
improved
initiated
increased
promoted
reduced

Administrative Skills

administered
approved
arranged
coordinated
designed
established
evaluated

headed
hired
interpreted
interviewed
managed
mediated
negotiated
organized
prepared
planned
supervised

More Verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

Skills Headings to Use in a Skills-Based (or Combination) Resume

(For more information about this type of resume, see our Resume and Cover Letter Guide, or ask us.)

Accounting	Counseling	Graphic Design	Market Research	Printing
Administration	Customer Relations	Group Work	Materials Handling	Production
Advertising	Customer Service	Human Services	Media Productions	Product
Architecture	Data Processing	Inspecting	Medical Service	Development
Artistic	Data Collection	Instruction	Office/Clerical	Program
Bookkeeping	Design	Interviewing	Organization	Development
Career Development	Drafting	Investigation	Personnel	Program Evaluation
Communication	Editing	Investment	Planning	
Community Affairs	Education	Layout	Political Action	
Community Relations	Finance	Leadership	Public Action	
	Fundraising	Management	Presentation	

Portions of this word list are from Resume Pro, by Yana Parker.

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