

Resume Action Verbs

Use these verbs when writing your resume. Rather than using the first person, start each statement with a strong verb that highlights an accomplishment. When possible, try to include measurable results. The list is divided into transferable skill sets. Before you begin writing your resume, reflect on the skills and successes in your current and past positions. It is also a good idea to review the job description to determine the skills that the employer is seeking.

COMMUNICATION

Addressed	Critiqued	Instructed	Reconciled
Advised	Deciphered	Interpreted	Recorded
Answered	Deliberated	Interviewed	Recruited
Appraised	Demonstrated	Introduced	Reported
Arbitrated	Developed	Lectured	Responded
Assessed	Documented	Led	Scheduled
Authored	Drafted	Mediated	Screened
Briefed	Edited	Moderated	Spoke
Clarified	Educated	Negotiated	Solicited
Communicated	Elaborated	Officiated	Summarized
Composed	Explained	Planned	Synthesized
Conducted	Facilitated	Prepared	Taught
Constructed	Familiarized	Presented	Trained
Consulted	Formulated	Projected	Translated
Contacted	Guided	Promoted	Updated
Conveyed	Handled	Proofread	Wrote
Corresponded	Illustrated	Publicized	
Counseled	Informed	Published	

CREATIVE

Acted	Developed	Initiated	Presented
Arranged	Devised	Integrated	Produced
Authored	Directed	Invented	Revitalized
Composed	Edited	Launched	Revolutionized
Conceived	Envisioned	Modernized	Shaped
Conceptualized	Established	Orchestrated	Stimulated
Conducted	Fashioned	Originated	Visualized
Created	Formulated	Performed	
Designed	Illustrated	Planned	

HELPING

Aided	Counseled	Mediated	Rehabilitated
Assessed	Educated	Mentored	Screened
Assisted	Empowered	Moderated	Settled
Attended	Facilitated	Provided	Supported
Coached	Fostered	Recommended	Translated
Collaborated	Guided	Reconciled	Treated
Comforted	Helped	Rectified	Tutored
Contributed	Instilled	Referred	

LEADERSHIP

Administered	Enlisted	Instructed	Promoted
Advocated	Ensured	Integrated	Recommended
Appointed	Evaluated	Launched	Recruited
Approved	Examined	Led	Represented
Assigned	Executed	Managed	Reorganized
Authorized	Explained	Mentored	Resolved
Conducted	Formed	Mobilized	Responded
Consolidated	Founded	Modeled	Reviewed
AContracted	Governed	Moderated	Secured
Counseled	Guided	Monitored	Spearheaded
Defined	Headed	Negotiated	Sponsored
Delegated	Hired	Operated	Staged
Determined	Implemented	Originated	Started
Developed	Improved	Oversaw	Streamlined
Diagnosed	Increased	Pioneered	Strengthened
Directed	Influenced	Planned	Supervised
Disseminated	Initiated	Presided	Taught
Elected	Inspired	Prioritized	Trained
Enforced	Installed	Processed	
	Instituted	Produced	

MARKETING

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

ORGANIZATION

Allocated	Detailed	Initiated	Recorded
Appointed	Developed	Installed	Reorganized
Arranged	Disseminated	Maintained	Routed
Assembled	Distributed	Measured	Scheduled
Balanced	Ensured	Minimized	Set goals
Catalogued	Examined	Monitored	Sorted
Charted	Executed	Operated	Surveyed
Clarified	Explained	Organized	Streamlined
Collected	Formalized	Planned	Strengthened
Compiled	Formed	Prepared	Updated
Consolidated	Implemented	Prioritized	
Coordinated	Indexed	Processed	

TECHNICAL

Administered
Analyzed
Applied
Assessed
Audited
Charted
Classified
Compiled
Computed
Concluded
Conducted
Consulted
Deciphered
Designed
Detected

Developed
Devised
Diagnosed
Discovered
Documented
Drafted
Edited
Evaluated
Examined
Expanded
Extracted
Formed
Formulated
Gathered
Generated

Identified
Improved
Increased
Inspected
Installed
Instituted
Integrated
Interfaced
Interpreted
Interviewed
Investigated
Launched
Maintained
Measured
Operated

Organized
Programmed
Reduced
Researched
Restored
Reviewed
Searched
Streamlined
Summarized
Surveyed
Systemized
Tabulated
Tested
Wrote

TEACHING

Adapted
Advised
Assessed
Assigned
Challenged
Clarified
Coached

Communicated
Coordinated
Defined
Demonstrated
Designed
Developed
Diagnosed

Directed
Educated
Encouraged
Enriched
Established
Evaluated
Facilitated

Fostered
Guided
Identified

