

## Resume Action Words

Your resume should be filled with action words that your highlight skills and accomplishments. Put facts and figures to your work. Show your prospective employers how you will make or save them more money; serve more people; and help the business run more smoothly. The following is a list of action verbs designed to help you describe what you offer the employer. Choose the words that best match your background and tell your story. Remember that, unless you are talking about your current position, verbs should consistently be in the past tense.

**TIP:** Be sure to check the job description to match what the hiring manager is looking for in the particular position. They are looking for key words found in the job announcements.

### Communication/People Skills

|              |               |              |              |            |             |
|--------------|---------------|--------------|--------------|------------|-------------|
| Acted        | Constructed   | Enabled      | Judged       | Presented  | Responded   |
| Addressed    | Conveyed      | Enlisted     | Launched     | Produced   | Revitalized |
| Advertised   | Convinced     | Explained    | Lectured     | Projected  | Scheduled   |
| Aided        | Corresponded  | Expressed    | Led          | Promoted   | Screened    |
| Arbitrated   | Costumed      | Facilitated  | Listened     | Proofread  | Shaped      |
| Arranged     | Created       | Fashioned    | Manipulated  | Proposed   | Sold        |
| Articulated  | Critiqued     | Formulated   | Marketed     | Publicized | Solicited   |
| Assessed     | Debated       | Furnished    | Mediated     | Published  | Specified   |
| Authored     | Defined       | Helped       | Merged       | Read       | Spoke       |
| Briefed      | Demonstrated  | Identified   | Moderated    | Realized   | Stimulated  |
| Built        | Designed      | Incorporated | Modernized   | Reasoned   | Suggested   |
| Clarified    | Developed     | Influenced   | Motivated    | Reconciled | Summarized  |
| Collaborated | Directed      | Initiated    | Negotiated   | Recruited  | Synthesized |
| Communicated | Discussed     | Interacted   | Observed     | Rectified  | Taught      |
| Composed     | Dispatched    | Interpreted  | Participated | Referred   | Trained     |
| Condensed    | Distinguished | Interviewed  | Performed    | Reinforced | Translated  |
| Conducted    | Drafted       | Introduced   | Persuaded    | Remodeled  | Traveled    |
| Conferred    | Edited        | Invented     | Planned      | Reported   | Wrote       |

### Leadership & Management Skills

|              |              |              |             |              |              |
|--------------|--------------|--------------|-------------|--------------|--------------|
| Accentuated  | Delegated    | Governed     | Listened    | Processed    | Saved        |
| Administered | Determined   | Guided       | Managed     | Produced     | Scheduled    |
| Advanced     | Developed    | Handled      | Mediated    | Promoted     | Secured      |
| Advised      | Diagnosed    | Headed       | Mentored    | Quadrupled   | Selected     |
| Appointed    | Directed     | Hired        | Merged      | Recommended  | Sponsored    |
| Approved     | Disseminated | Hosted       | Moderated   | Recovered    | Streamlined  |
| Assigned     | Doubled      | Implemented  | Monitored   | Recruited    | Strengthened |
| Attained     | Eliminated   | Improved     | Motivated   | Redirected   | Supervised   |
| Authorized   | Emphasized   | Incorporated | Navigated   | Referred     | Taught       |
| Chaired      | Enforced     | Increased    | Negotiated  | Refurbished  | Terminated   |
| Considered   | Enhanced     | Influenced   | Organized   | Reorganized  | Trained      |
| Consolidated | Ensured      | Initiated    | Originated  | Replaced     | Trimmed      |
| Constrained  | Established  | Inspired     | Overhauled  | Represented  | Tripled      |
| Contracted   | Evaluated    | Installed    | Oversaw     | Responded    | Troubleshoot |
| Controlled   | Examined     | Instituted   | Performed   | Restored     | Validated    |
| Converted    | Expanded     | Instructed   | Pioneered   | Restructured |              |
| Counseled    | Explained    | Integrated   | Predicted   | Reviewed     |              |
| Cut          | Fine-Tuned   | Launched     | Presided    | Revitalized  |              |
| Decided      | Generated    | Lectured     | Prioritized | Routed       |              |

# Resume Action Words

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## Detail & Office Skills

|              |              |                  |               |            |              |
|--------------|--------------|------------------|---------------|------------|--------------|
| Accomplished | Classified   | Dispensed        | Hired         | Ordered    | Routed       |
| Achieved     | Coded        | Distributed      | Identified    | Organized  | Scheduled    |
| Adhered      | Collated     | Diversified      | Implemented   | Packaged   | Screened     |
| Administered | Collected    | Documented       | Improved      | Planned    | Searched     |
| Allocated    | Compared     | Drafted          | Incorporated  | Prepared   | Secured      |
| Applied      | Compiled     | Enacted          | Inspected     | Prescribed | Solved       |
| Appropriated | Completed    | Enforced         | Installed     | Processed  | Standardized |
| Approved     | Complied     | Enlarged         | Instituted    | Provided   | Started      |
| Arranged     | Configured   | Evaluated        | Judged        | Purchased  | Submitted    |
| Assisted     | Contributed  | Examined         | Justified     | Recorded   | Supplemented |
| Assured      | Coordinated  | Executed         | Liaised       | Registered | Supplied     |
| Attained     | Corrected    | Facilitated      | Logged        | Repaired   | Systematized |
| Awarded      | Corresponded | Filed            | Maintained    | Reserved   | Updated      |
| Balanced     | Cut          | Followed through | Managed       | Reshaped   | Validated    |
| Budgeted     | Defined      | Followed up      | Met Deadlines | Resolved   | Verified     |
| Built        | Determined   | Formalized       | Monitored     | Responded  |              |
| Catalogued   | Devised      | Formulated       | Obtained      | Retained   |              |
| Charted      | Dispatched   | Generated        | Operated      | Reviewed   |              |

## Creative Skills

|                |               |              |              |              |             |
|----------------|---------------|--------------|--------------|--------------|-------------|
| Abstracted     | Demonstrated  | Explored     | Innovated    | Perceived    | Revitalized |
| Acted          | Designed      | Fashioned    | Instituted   | Performed    | Rewrote     |
| Adapted        | Developed     | Formulated   | Integrated   | Persuaded    | Set         |
| Began          | Devised       | Founded      | Invented     | Photographed | Shaped      |
| Combined       | Directed      | Generated    | Launched     | Planned      | Shared      |
| Composed       | Discriminated | Illustrated  | Memorized    | Projected    | Solved      |
| Conceptualized | Displayed     | Imaged       | Modeled      | Promoted     | Synthesized |
| Constructed    | Drafted       | Imagined     | Modified     | Proofread    | Visualized  |
| Costumed       | Drew          | Imported     | Originated   | Published    | Wrote       |
| Created        | Edited        | Incorporated | Painted      | Redesigned   |             |
| Customized     | Established   | Initiated    | Participated | Revised      |             |

## Sales & Persuasion Skills

|              |              |             |            |              |            |
|--------------|--------------|-------------|------------|--------------|------------|
| Arbitrated   | Identified   | Launched    | Ordered    | Reduced      | Sold       |
| Catalogued   | Implemented  | Lectured    | Performed  | Reported     | Solved     |
| Centralized  | Improved     | Led         | Planned    | Repositioned | Stimulated |
| Consulted    | Increased    | Liaised     | Processed  | Researched   | Summarized |
| Dissuaded    | Influenced   | Maintained  | Produced   | Resolved     | Surveyed   |
| Documented   | Inspired     | Manipulated | Promoted   | Restored     | Translated |
| Educated     | Installed    | Marketed    | Proposed   | Reviewed     |            |
| Established  | Integrated   | Mediated    | Publicized | Routed       |            |
| Expedited    | Interpreted  | Moderated   | Purchased  | Saved        |            |
| Familiarized | Investigated | Negotiated  | Realized   | Served       |            |
| Generated    | Judged       | Obtained    | Recruited  | Set goals    |            |

## Manual Skills

|           |             |          |             |               |          |
|-----------|-------------|----------|-------------|---------------|----------|
| Aided     | Configured  | Drilled  | Identified  | Operated      | Restored |
| Assembled | Connected   | Drove    | Inspected   | Organized     | Retooled |
| Assisted  | Constructed | Executed | Inventoried | Participated  | Riveted  |
| Balanced  | Controlled  | Fed      | Lifted      | Performed     | Sawed    |
| Bent      | Created     | Fixed    | Maintained  | Pulled        | Set up   |
| Bound     | Designed    | Followed | Measured    | Punched       | Shipped  |
| Built     | Detected    | Handled  | Monitored   | Re-engineered | Tended   |
| Completed | Developed   | Helped   | Moved       | Repaired      | Worked   |

## Financial Skills

|              |             |            |               |              |              |
|--------------|-------------|------------|---------------|--------------|--------------|
| Adjusted     | Corrected   | Economized | Marketed      | Researched   | Systematized |
| Administered | Cut         | Eliminated | Measured      | Reshaped     | Tested       |
| Allocated    | Decreased   | Estimated  | Merchandised  | Retailed     | Trimmed      |
| Analyzed     | Detailed    | Exceeded   | Netted        | Returned     | Tripled      |
| Appraised    | Determined  | Extracted  | Planned       | Saved        | Underwrote   |
| Assessed     | Developed   | Financed   | Programmed    | Secured      | Upgraded     |
| Audited      | Disbursed   | Forecast   | Projected     | Shopped      | Upsized      |
| Balanced     | Dispensed   | Funded     | Purchased     | Sold         | Vended       |
| Bought       | Distributed | Gained     | Quadrupled    | Solicited    | Voided       |
| Budgeted     | Diversified | Generated  | Qualified     | Solved       | Yielded      |
| Calculated   | Divulged    | Increased  | Reconciled    | Sourced      |              |
| Computed     | Doubled     | Invested   | Redistributed | Specified    |              |
| Conserved    | Downgraded  | Maintained | Reduced       | Streamlined  |              |
| Consolidated | Downsized   | Managed    | Reported      | Supplemented |              |

## Technical Skills

|              |             |             |            |               |              |
|--------------|-------------|-------------|------------|---------------|--------------|
| Adapted      | Conserved   | Excelled    | Interfaced | Processed     | Restructured |
| Analyzed     | Constructed | Expanded    | Launched   | Programmed    | Revamped     |
| Applied      | Converted   | Expedited   | Lectured   | Published     | Solved       |
| Assembled    | Coordinated | Fabricated  | Maintained | Rebuilt       | Specialized  |
| Automated    | Debugged    | Facilitated | Marketed   | Reconstructed | Standardized |
| Broadened    | Designed    | Forecast    | Mastered   | Rectified     | Streamlined  |
| Built        | Detected    | Formed      | Modified   | Re-designed   | Studied      |
| Calculated   | Determined  | Fortified   | Molded     | Reduced       | Supplemented |
| Charted      | Developed   | Generated   | Networked  | Re-engineered | Surveyed     |
| Classified   | Devised     | Improved    | Operated   | Regulated     | Systematized |
| Communicated | Drafted     | Increased   | Overhauled | Remodeled     | Trained      |
| Compiled     | Edited      | Inspected   | Packaged   | Repaired      | Upgraded     |
| Computed     | Educated    | Installed   | Pioneered  | Replaced      | Utilized     |
| Conceived    | Eliminated  | Instituted  | Prepared   | Researched    | Wrote        |
| Conducted    | Engineered  | Integrated  | Printed    | Restored      |              |

## Research & Analytical Skills

|              |                |              |               |            |              |
|--------------|----------------|--------------|---------------|------------|--------------|
| Administered | Compiled       | Drafted      | Grouped       | Observed   | Scanned      |
| Amplified    | Composed       | Edited       | Hypothesized  | Obtained   | Screened     |
| Analyzed     | Concentrated   | Evaluated    | Identified    | Organized  | Searched     |
| Applied      | Conducted      | Examined     | Indoctrinated | Perceived  | Solved       |
| Articulated  | Constructed    | Exhibited    | Inspected     | Pinpointed | Studied      |
| Assessed     | Consulted      | Experimented | Integrated    | Planned    | Summarized   |
| Audited      | Critiqued      | Explored     | Interpreted   | Prepared   | Surveyed     |
| Augmented    | Decided        | Extracted    | Interviewed   | Processed  | Synthesized  |
| Balanced     | Detected       | Extrapolated | Invented      | Proofread  | Systematized |
| Branded      | Determined     | Focused      | Inventoried   | Published  | Tested       |
| Calculated   | Diagnosed      | Forecast     | Investigated  | Quoted     | Unearthed    |
| Charted      | Differentiated | Formulated   | Linked        | Recognized | Wrote        |
| Collected    | Discovered     | Found        | Located       | Researched |              |
| Compared     | Documented     | Generated    | Measured      | Reviewed   |              |

# Resume Action Words

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## Teaching Skills

|             |              |             |                |            |                |
|-------------|--------------|-------------|----------------|------------|----------------|
| Acquainted  | Charted      | Directed    | Focused        | Installed  | Responded      |
| Adapted     | Clarified    | Dispensed   | Fomented       | Instilled  | Revolutionized |
| Adopted     | Coached      | Distributed | Formulated     | Instituted | Schooled       |
| Advised     | Collaborated | Educated    | Generated      | Instructed | Shaped         |
| Affected    | Communicated | Effected    | Grouped        | Integrated | Simulated      |
| Answered    | Conducted    | Empowered   | Guided         | Invented   | Stimulated     |
| Appraised   | Configured   | Enabled     | Harmonized     | Lectured   | Summarized     |
| Approved    | Coordinated  | Enacted     | Implemented    | Listened   | Taught         |
| Augmented   | Counseled    | Encouraged  | Individualized | Motivated  | Tested         |
| Benchmarked | Delegated    | Enlarged    | Influenced     | Originated | Trained        |
| Briefed     | Delivered    | Evaluated   | Informed       | Persuaded  | Translated     |
| Built       | Demonstrated | Expanded    | Initiated      | Presented  | Transmitted    |
| Certified   | Designed     | Explained   | Innovated      | Proposed   | Tutored        |
| Chaired     | Developed    | Facilitated | Inspired       | Proved     | Valued         |

## Helping Skills

|            |              |              |            |               |               |
|------------|--------------|--------------|------------|---------------|---------------|
| Adapted    | Boosted      | Educated     | Listened   | Rectified     | Settled       |
| Adjusted   | Braced       | Encouraged   | Mentored   | Redeemed      | Stabilized    |
| Advanced   | Cared        | Ensured      | Ministered | Reeducated    | Streamlined   |
| Advised    | Clarified    | Expedited    | Motivated  | Referred      | Supplied      |
| Advocated  | Coached      | Facilitated  | Negotiated | Referenced    | Supported     |
| Aided      | Collaborated | Familiarized | Nourished  | Reformed      | Trained       |
| Answered   | Comforted    | Fostered     | Nursed     | Rehabilitated | Translated    |
| Arbitrated | Consoled     | Furthered    | Nurtured   | Related       | Treated       |
| Arranged   | Consulted    | Guided       | Obligated  | Rendered      | Tutored       |
| Assessed   | Contributed  | Helped       | Optimized  | Repaired      | Unified       |
| Assisted   | Cooperated   | Instilled    | Perceived  | Represented   | Used Teamwork |
| Attended   | Counseled    | Insured      | Promoted   | Resolved      | Volunteered   |
| Augmented  | Demonstrated | Intervened   | Provided   | Safeguarded   |               |
| Backed     | Diagnosed    | Led          | Reassured  | Served        |               |
| Balanced   | Directed     | Liaised      | Reclaimed  | Serviced      |               |

## General Skills

|              |                |             |             |             |              |
|--------------|----------------|-------------|-------------|-------------|--------------|
| Accomplished | Communicated   | Facilitated | Invented    | Performed   | Retrieved    |
| Achieved     | Completed      | Forecasted  | Inventoried | Pioneered   | Solved       |
| Adapted      | Composed       | Founded     | Launched    | Prioritized | Spearheaded  |
| Adhered      | Conceptualized | Generated   | Led         | Promoted    | Stimulated   |
| Affected     | Conserved      | Governed    | Motivated   | Proposed    | Streamlined  |
| Allocated    | Contributed    | Guided      | Navigated   | Reconciled  | Strengthened |
| Appraised    | Coordinated    | Illustrated | Negotiated  | Rectified   | Succeeded    |
| Arbitrated   | Demonstrated   | Improved    | Optimized   | Reduced     | Surpassed    |
| Arranged     | Dispensed      | Increased   | Ordered     | Remodeled   | Trained      |
| Articulated  | Evaluated      | Influenced  | Organized   | Repaired    | Transformed  |
| Assured      | Exceeded       | Initiated   | Originated  | Reshaped    | Upgraded     |
| Augmented    | Executed       | Integrated  | Overhauled  | Resolved    | Validated    |
| Collected    | Expanded       | Interpreted | Oversaw     | Restored    |              |