

Action Verbs for Your Resume

Communications

A

Addressed
Advertised
Advised
Aided
Analyzed
Answered
Appraised
Arbitrated
Arranged
Articulated
Assessed
Audited
Authored

Composed
Conceptualized
Condensed
Conducted
Conferred
Confronted
Consolidated
Consulted
Contacted
Conveyed
Convinced
Coordinated
Corresponded
Counseled
Critiqued

D

Debated
Debriefed
Defined
Described
Developed
Developed budgets
Directed
Discussed
Distilled
Documented
Drafted
Dramatized

E

Edited
Elicited

Emphasized
Enlisted
Enlivened
Entertained
Estimated expenses
Evaluated
Exhibited
Explained
Expressed

F

Facilitated
Financed
Focused
Forecasted
Formulated
Fundraised
Furnished

G

Generated
Guided

H

Hosted

I

Illustrated
Incorporated
Influenced
Informed
Inspired
Instilled

Instructed
Integrated
Interacted
Interpreted
Intervened
Interviewed
Introduced
Investigated
Involved
Issued

J

Joined
Judged

K

Kept records

L

Lectured
Liaised
Listened
Lobbied
Lowered

M

Maintained
Managed cash flow
Marketed
Mediated
Mentored
Merged

Moderated
Monitored
Motivated

N

Negotiated
Networked

O

Observed
Operated
Outlined

P

Participated
Performed
Persuaded
Pinpointed
Posted
Prepared
Presented
Printed
Problem-solved
Processed
Produced
Projected
Promoted
Proposed
Publicized
Published
Purchased

Communications (cont.)

Q

Questioned Updated

R

Recommended Validated
Reconciled Verbalized
Recruited Verified
Referred Visualized
Reinforced
Reported
Represented Watched
Resolved Wordsmithed
Responded Wrote

S

Secured finances
Settled
Sold
Solicited
Specified
Spoke
Staffed
Stimulated
Strategized
Suggested
Summarized
Synthesized

T

Tabulated
Talked
Taught
Trained
Transcribed
Translated
Transmitted
Tutored

U

Unified

Research

A

Analyzed
Accomplished
Accounted
Acquired
Adapted
Adjusted
Administered
Advanced
Allocated
Annotated
Appraised
Architected
Ascertained
Assessed
Attributed
Audited
Automated
Converted
Corrected
Correlated
Critiqued

B

Balanced
Benchmarked
Budgeted

C

Calculated
Categorized
Cited
Clarified
Coded
Collected
Compared
Compiled
Completed
Computed
Conceptualized
Concluded
Conducted
Confirmed
Conserved
Designed
Detailed
Detected
Determined
Developed
Devised
Diagnosed
Differentiated
Discovered
Dispensed
Dissected
Documented

E

Engineered
Enhanced
Estimated
Evaluated
Examined
Expedited
Experimented
Explored
Extracted
Extrapolated
Facilitated

F

Forecasted
Formalized
Formulated

G

Gathered
Gathered data
Germinated

H

Hypothesized

I

Identified
Inquired
Inspected
Inspired
Installed
Instigated
Interpreted
Interviewed
Invented
Invested
Investigated
Isolated

L

Launched
Located

M

Managed
Marketed
Measured
Modeled
Modified

N

Netted

Research (cont.)

Networked

O

Observed

Organized

P

Perceived

Piloted

Pinpointed

Planned

Populated

Postulated

Predicted

Prepared

Preserved

Probed

Programmed

Projected

Proved

Published

Q

Qualified

Quantified

Questioned

R

Read

Reasoned

Reassessed

Recognized

Reconciled

Recorded

Redefined

Reduced

Referenced

Refined

Remodeled

Reported

Reproduced

Researched

Retrieved

Reviewed

Rewrote

S

Safeguarded

Scrutinized

Searched

Simulated

Solved

Structured

Studied

Submitted

Substantiated

Summarized

Surmised

Surveyed

Synchronized

Synthesized

Systematized

T

Tackled

Targeted

Tested

Traded

Transmuted

Treated

Troubleshoot

U

Uncovered

Updated

Upgraded

V

Verified

Finance

A

Audited

Adjusted

Administered

Advertised

Allocated

Analyzed

Appraised

Assessed

Attracted

B

Balanced

Bought

Budgeted

C

Calculated

Classified

Collected

Compared

Computed

Conducted

Conserved

Consolidated

Corrected

D

Detailed

Determined

Developed

Developed budgets

Dispensed

Divided

Documented

E

Earned

Equalized

Estimated

Estimated expenses

Evaluated

F

Figured

Financed

Forecasted

Formulated

Fundraised

G

Generated

H

Halted

I

Invested

Investigated

Issued

K

Kept records

L

Lowered

M

Maintained

Managed

Managed cash flow

Marketed

Measured

Merged

Minimized

Monitored

N

Netted

O

Operated

P

Performed

Pinpointed

Planned

Posted

Prepared

Problem-solved

Processed

Produced

Programmed

Projected

Proposed

Purchased

Q

Qualified

R

Raised

Rationed

Recognized

Reconciled

Rectified

Reduced

Reported

Researched

Retrieved

Reviewed

S

Saved

Secured

Secured finances

T

Tabulated

Traded

Finance (cont.)

U

Updated

V

Validated

Verified

Technical

A

Advanced

Adapted

Applied

Architected

Assembled

Automated

B

Built

C

Calculated

Coded

Computed

Conserved

Constructed

Converted

D

Debugged

Deployed

Designed

Detected

Determined

Developed

Devised

Diagnosed

Discovered

E

Engineered

Enhanced

Expedited

F

Fabricated

Formulated

Fortified

I

Installed

L

Launched

M

Maintained

Modified

N

Networked

O

Operated

Overhauled

P

Pinpointed

Planned

Printed

Programmed

R

Rectified

Refined

Regulated

Remodeled

Repaired

Replaced

Restored

Rewrote

S

Serviced

Solved

Specialized

Standardized

Strengthened

Leadership/ Organization

A

Advised

Accelerated

Achieved

Adapted

Administered

Aligned

Analyzed

Anticipated

Anticipated
issues

Appointed

Approved

Arbitrated

Arranged

Assigned

Attained

Audited

Augmented

Authorized

B

Balanced

Bolstered

Briefed

C

Catalogued

Centralized

Chaired

Challenged

Championed

Checked

Clarified

Classified

Coached

Compared

Compromised

Conceived

Leadership/ Organization (cont.)

E

Conserved
Considered
Consolidated
Constructed
Consulted
Contracted
Controlled
Converted
Convinced
Coordinated
Correlated
Counseled
Crafted
Created
Critiqued
Cultivated
Customized

D

Decided
Defined
Delegated
Delivered
Detected
Determined
Deterred
Developed
Devised
Diagnosed
Differentiated
Directed
Dispatched
Distributed
Diverted
Divested
Drafted
Drove

Effectuated
Elected
Eliminated
Emphasized
Employed
Empowered
Enabled
Encouraged
Endorsed
Energized
Enforced
Engaged
Engineered
Enhanced
Enlarged
Enlightened
Ensured
Established
Estimated
Evaluated
Examined
Executed
Exercised
Exhibited
Expanded
Experimented
Explored

F

Facilitated
Familiarized
Forecasted
Formalized
Formed
Fostered
Furthered

G

Gained

Galvanized
Generated
Governed
Growth
Guaranteed
Guided

H

Handled
Headed
Hired
Hosted

I

Ideated
Identified
Implemented
Improved
Improvised
Incorporated
Increased
Indexed
Individualized
Influenced
Initiated
Innovated
Inspected
Inspired
Installed
Instilled
Instituted
Integrated
Interviewed
Invented
Investigated
Issued

J

Judged

Justified

L

Lectured
Led
Leveraged
Liquidated
Lobbied

M

Managed
Managed outcomes
Mandated
Matched
Mediated
Mentored
Merged
Mobilized
Modeled
Moderated
Monitored
Motivated

N

Navigated
Negotiated
Nominated

O

Observed
Officiated
Opened
Operated
Optimized
Orchestrated
Organized
Oriented
Originated
Outlined

Overhauled
Oversaw

P

Perceived
Persuaded
Pinpointed
Pioneered
Planned
Predicted
Prepared
Presided
Prevented
Prioritized
Produced
Projected
Promoted
Proved
Provided
Pushed

R

Rated
Recommended
Reconciled
Recruited
Redirected
Reduced
Referred
Refocused
Regulated
Renovated
Reorganized
Repaired
Replaced
Reported
Represented
Resolved
Restored

Leadership/ Organization (cont.)

Restructured
Reviewed
Revitalized
Revolutionized
Rewarded

Trained
Transacted
Transcribed
Transformed

U

United
Upheld
Used judgment
Utilized

S

Scheduled
Screened
Secured
Selected
Served
Shaped
Simplified
Solidified
Solved
Sorted
Sought
Sourced
Sparked
Spearheaded
Sponsored
Staffed
Started
Steered
Stimulated ideas
Strategized
Streamlined
Strengthened
Submitted
Succeeded
Summarized
Supervised
Sustained

T

Targeted
Terminated
Tested

Creative Experience

A

Authored
Abstracted
Acted
Adapted
Advised
Aided
Arbitrated

B

Began
Blended
Brainstormed
Built

C

Captured
Clarified
Co-authored
Collaborated
Combined
Communicated
Competed
Composed
Conceived
Conceptualized
Condensed
Constructed
Consulted
Coordinated
Counseled
Crafted
Created
Curated
Customized

D

Decorated
Defined
Derived

Designed
Developed
Devised
Diagrammed
Directed
Discovered
Displayed
Drafted
Drew

E

Earned
Edited
Effected
Engineered
Enlisted
Entertained
Envisioned
Established
Experimented

F

Fashioned
Filmed
Formed
Formulated
Founded

G

Generated

I

Illustrated
Imagined
Improvised
Influenced
Informed
Initiated
Innovated

Inscribed
Inspired
Instituted
Integrated
Intensified
Interpreted
Interviewed
Introduced
Invented

L

Launched

M

Made
Mediated
Merged
Modeled
Modified

N

Negotiated

O

Originated

P

Painted
Performed
Photographed
Pioneered
Planned
Polished
Produced
Promoted
Proofread
Proved
Publicized
Published

Creative Experience (cont.)

R

Recommended
Redesigned
Reimagined
Represented
Researched
Resolved
Revised
Revitalized
Reworked
Rewrote

S

Sculpted
Set up
Shaped
Sketched
Solved
Staged
Started
Storyboarded
Strategized
Streamlined
Structured
Suggested
Synthesized

T

Tabulated
Transformed
Translated

V

Validated
Visualized

W

Wrote

Service/Team Skills

A

Accepted
Adapted
Advised
Advocated
Aided
Answered
Arbitrated
Arranged
Assessed
Assisted
Assured
Augmented

B

Briefed

C

Cemented
Championed
Clarified
Coached
Collaborated
Competed
Conducted
Conferred
Connected
Consulted
Contacted
Contextualized
Contributed
Conveyed
Convinced
Cooperated
Coordinated
Corresponded
Counseled
Cultivated

D

Dealt
Demonstrated
Diagnosed
Directed
Discussed

E

Educated
Effectuated
Elicited
Empowered
Enabled
Encouraged
Enlisted
Ensured
Expedited
Explained

F

Facilitated
Familiarized
Followed
Fostered
Furthered

G

Governed
Guided

H

Handled
Headed
Helped

I

Incorporated
Influenced
Inspired
Insured

Interacted
Intervened
Involved

J

Joined
Judged

L

Linked
Listened

M

Mediated
Mobilized
Moderated
Motivated

N

Negotiated

O

Orchestrated

P

Participated
Persuaded
Presented
Prevented
Proposed
Protected
Provided

Q

Questioned

R

Reconciled
Recruited

Referred
Rehabilitated
Reinforced
Reported
Represented
Resolved
Restored

S

Served
Shared
Showed
Simplified
Sold
Staffed
Standardized
Supplemented
Supplied
Supported
Synergized

T

Taught
Trained
Transformed
Translated
Treated

U

Unified
United

V

Validated
Verified